

## **ASSISTANT SECRETARY TO THE PRESIDENT**

### **Kind of Work**

Responsible administrative work in the Office of the President.

### **Distinguishing Features of Work**

An employee in this class assists the Secretary to the President in planning, organizing and supervising the administrative support services in the Office of the President. Work involves assisting in the preparation and/or scrutiny of all official documents requiring the signature and/or official seal of the President; the processing of applications made by petitioners to the President and the supervision of subordinate staff. Assignments are received orally or in writing from an administrative superior. Work is performed within the context of prescribed policies and procedures and is subject to review by an administrative superior through observations and discussions for adherence to instructions and relevant laws and regulations.

### **Examples of Work**

Assists the Secretary to the President in planning, organizing and supervising the administrative support services in the Office of the President.

Prepares instruments of appointment for the signature of the President.

Drafts notices, speeches, press releases, communiques and reports as directed; and replies to routine correspondence in accordance with established procedures.

Countersigns cheques prepared by the Accounting Unit of the Office of the President.

Performs related work as may be required.

### **Required Knowledge, Skills and Abilities**

Knowledge of the Constitution of the Republic of Trinidad and Tobago.

Knowledge of the duties and responsibilities of the President of the Republic of Trinidad and Tobago.

Knowledge of the Exchequer and Audit Act and Financial Regulations.

Knowledge of Public Administration.

Knowledge of government office practices and procedures.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with officials, other members of staff and the public.

**Minimum Experience and Training**

Experience (18 months to 4 years) in public administration and training as evidenced by a recognised university degree or appropriate diploma; or by having passed the prescribed examination for entry into the Administrative Class; or any equivalent combination of experience and training.

P.D. 2/7/1