



HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO

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Lot 21, Corner of Peter Rose and Lamaha Streets

Queenstown, Georgetown, Guyana

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified persons for the position of **Secretary/Receptionist** at the High Commission for the Republic of Trinidad and Tobago in Georgetown, Guyana.

SECRETARY/RECEPTIONIST

Key Duties and Responsibilities

- Welcome all visitors and advise of the requirements for applying for a passport or visa;
- Answer the telephone, provide relevant information and direct calls to respective officers;
- Maintain a register of all visitors to the High Commission;
- Maintain a register of all incoming mail;
- Assist with filing of official correspondence;
- Any other duties which may be assigned by the Supervisor.

Minimum Qualifications and Experience:

- 5CXC/GCE inclusive of English and Mathematics (General Proficiency) Grades I, II or III, or equivalent;
- Previous secretarial/clerical experience;
- **Must be a citizen or Permanent Resident of the Cooperative Republic of Guyana or citizen of Trinidad and Tobago in possession of proof of authorisation to work in the Cooperative Republic of Guyana.**

Skills, Competencies and Attributes:

- Proficiency in Microsoft Office Suite
- Skill in shorthand writing and in the transcribing and typing from shorthand notes
- Ability to perform clerical duties of a secretarial nature
- Skill in the composition and preparation of letters, memoranda etc.
- Good interpersonal and communication skills
- Ability to understand and follow oral and written instructions
- Organised, meticulous and detailed-oriented
- Performs well under pressure
- Discretion and confidentiality are essential

The successful applicant will be required to provide a Police Certificate of Character.

Interested persons should submit their resumé (including copies of National Identification Card and Academic Certificates) and two (2) reference letters by email to:

hcgeorgetownvacancy@foreign.gov.tt or submitted to the drop box at the High Commission.

The deadline to submit applications is 31st July, 2022.