

**MINISTRY OF FOREIGN AFFAIRS  
JOB DESCRIPTION**

**SPECIALIST RESEARCH OFFICER**

**JOB SUMMARY**

Responsible for work in the context of the overall functioning of the CSME Unit of the CARICOM and Caribbean Affairs Division of the Ministry of Foreign Affairs.

**REPORTS TO:** Director, CARICOM and Caribbean Affairs Division

**SUPERVISION GIVEN TO:** All Staff of CSME Unit

**KEY DUTIES AND RESPONSIBILITIES**

- Conducts research on all aspects of the CARICOM Single Market and Economy (CSME) as outlined in the Ten Key Elements for implementation by the CSME of Trinidad and Tobago.
- Advises the Director of the CARICOM and Caribbean Affairs Division on all matters relating to the CSME.
- Monitors other economic integration blocs to identify best practices in respect of the major elements of the Single Market and Economy regime.
- Compiles briefs and draft speeches on all CSME issues for use at all levels of government.
- Develops an innovative National Public Education Programme and oversees the roll-out of the programme on the CSME.
- Supervises the preparation of public educational material.
- Ensures accuracy of outgoing correspondence, documentation and briefs prior to dispatching.
- Identifies and analyses all international issues impacting the full implementation of the CSME.
- Prepares written material to efficiently project the benefits of CSME participation by Trinidad and Tobago.

- Supervises Staff of the Unit and carries out in-house training in the operations of CSME.
- Chairs CSME related meetings.
- Ensures the execution of arrangements for an efficient data management system in line with Ministry's norms and standards.
- Functions as the national CSME Focal Point
- Provides liaison with other Focal points of CSME Members States.
- Provides local support to personnel of the CARICOM Secretariat and Consultants when in Trinidad and Tobago.
- Devises an action plan, in accordance with the Revised Treaty of Chaguaramas, for the completion of work programme for the full implementation of the CSME in Trinidad and Tobago.
- Advises the Director on developments in the region relevant to the implementation of the CSME Member States.
- Monitors the programme for the removal of Restrictions on Services, Establishment and Capital of Trinidad and Tobago as well as other Member States.
- Represents the CSME Unit of Trinidad and Tobago selected Regional Meetings as well as at local fora relevant to CSME matters.
- Investigates complaints from CARICOM nationals as it relates to the exercise of their rights under the CSME

#### **QUALIFICATIONS AND EXPERIENCE**

- A Masters Degree in International Relations or Social Sciences
- Extensive (over 8 years) experience with CSME matters
- Some training in supervisory skills