

SENIOR INTERNATIONAL RELATIONS OFFICER

JOB SUMMARY

The incumbent assists in the planning, implementing and evaluating the various programmes and projects within a Division at Headquarters. Functions including leading and guiding a team of professional and administrative staff, giving technical advice and making decisions on specialized areas of foreign policy, analyzing political developments, trends and activities which are of a significant importance and preparing reports and recommendations as required.

Duties and Responsibilities

- Assist the Head of Division in planning, implementing and evaluating various programmes and projects undertaken by the Division.
- Prepare the work programme for the Division and assist in the compilation of the Achievement and Administrative Reports.
- Is responsible for the collection, analysis and interpretation of economic and commercial information.
- Make presentations on various areas of the portfolio of the Division
- Perform representational functions, maintain liaisons with officials of various Ministries/Departments, NGOs, CBOs and representatives of International organisations and Resident Missions.
- Report on political developments, trends and activities which are of significant importance in relation to the development programme of Trinidad and Tobago
- Undertake negotiations on behalf of the Government of Trinidad and Tobago in various issues.
- Analyse problems of a consular nature and make appropriate recommendations.
- Prepare briefs, cabinet notes, speeches, third person notes and other official correspondence
- Perform other related duties as required.

EDUCATION REQUIREMENTS AND EXPERIENCE

A University degree supplemented by postgraduate training in International Relations, Global Studies, Political studies or related field or an approved course of training in International relations.

Minimum of five (5) years in a similar work environment or at the level of an International Relations Officer.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Sound knowledge of International Relations and Practices
- Working knowledge of immigration and nationality Laws of Trinidad and Tobago
- Working knowledge of regulations governing economic, financial and trade matters
- Basic knowledge of one or more foreign languages
- Basic knowledge of Financial and Public Service Regulations
- Working knowledge on management principles and practices
- Good understanding of government operations and machinery
- Ability to report factually and accurately
- Excellent communication skills (oral and written)
- Ability to work long hours