



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

MINISTRY OF FOREIGN AND CARICOM AFFAIRS

NOTICE OF VACANCIES

The Ministry of Foreign and CARICOM Affairs is inviting applications from suitably qualified persons for the following contract positions for a period of three (3) years:

- **Business Operations Assistant I**
(Pension and Leave Unit)
- **Information Systems Specialist**
- **Monitoring and Evaluation Officer**
- **Protocol and Conference Services Officer**
- **International Relations Officer**
- **Business Operations Assistant II**
(Pension and Leave Unit)
- **Web Technology Specialist**
- **Protocol Executive Coordinator**
- **Project Planning and Implementation Officer**

To access the full job description and online application, please visit:

employtt.gov.tt

Deadline for submission: **11:59 p.m. on January 22, 2025 Local Time**

Please note:

- The resumé must be accompanied by a cover letter, academic qualifications and other relevant certifications, two (2) work-related references, one (1) personal recommendation, Marriage Certificate where applicable and a Certificate of Character (which must not be older than 6 months). All documents must be uploaded as a single pdf file (no greater that 10MB in size) to employtt.gov.tt.
- The cover letter must be addressed to:

The Permanent Secretary
Ministry of Foreign and CARICOM Affairs
Attention: Director, Human Resources

