



## High Commission for the Republic of Trinidad and Tobago, Ottawa

### NOTICE OF VACANCY

#### Locally-Recruited Staff Position of Clerk II – Consular Assistant

Applications are invited from interested candidates to fill a vacancy of locally-recruited Clerk II – Consular Assistant in the High Commission for the Republic of Trinidad and Tobago in Ottawa.

The incumbent is required among other things to:

- Keep consular information and circulars updated and maintain up to date all forms and consular content to be placed on the Mission’s webpage
- Manage the schedule for consular related appointments and/or visits and collection of consular fees
- Maintain a record of payments received and processed to permit monthly reconciliation of cash receipts
- Address incoming consular enquiries, whether by electronic mail, telephone or fax. Complex enquiries are passed up to diplomatic officer with responsibility for consular matters.
- Screen consular applications for civil registry certificates, driving records, repatriations etc.
- Transmit processed civil registry certificates, driving records, certification letters etc.
- Order supplies for the Consular Section, as needed.
- Provide inputs for consular reports
- Assist in coordination of engagement with diaspora
- Report on duties assigned
- Other duties as may be assigned from time to time

#### **Minimum qualifications, knowledge and skills**

- Must be a citizen or lawful Permanent Resident of Canada
- Possess at minimum a secondary school diploma
- Proficiency in English and French, as evidenced by relevant certification
- Available to work after hours, during weekends or holidays and able to travel when requested
- Knowledge of applicable legislation, regulations, policies and procedures relative to Consular matters.
- Knowledge of the diplomatic practices and standards as they relate to the provision of Consular services.
- Excellent interpersonal and communication skills;
- Ability to work independently and meet deadlines;
- Strong organisational skills
- Computer literacy

All interested candidates should submit a letter of interest, résumé, salary expectations, two (2) written reference letters, academic transcript of the highest level of education, and a copy of passport or Permanent Residence Card by post to the High Commission for the Republic of Trinidad and Tobago, 200 First Avenue, Ottawa, Ontario K1S 2G6, **or** by email to [hcottawa@foreign.gov.tt](mailto:hcottawa@foreign.gov.tt) with the subject line “ Vacancy - Consular Assistant” by **4:30 p.m. on Monday 3<sup>rd</sup> March, 2025**. Only candidates short listed for the interviews will be contacted.

Date of Posting: Monday 10<sup>th</sup> February, 2025