



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

MINISTRY OF FOREIGN AND CARICOM AFFAIRS

NOTICE OF VACANCIES

The Ministry of Foreign and CARICOM hereby invites applications from suitably qualified persons for the following positions, on contract:

- **Business Operations Assistant I (Pension and Leave Unit)**
- **Business Operations Assistant I (Facilities Unit)**
- **Monitoring and Evaluation Officer**
- **International Relations Officer(s)**
- **Protocol and Conference Services Officer**
- **Procurement Support Officer**
- **Business Operations Assistant II (Pension and Leave Unit)**
- **Multimedia/Social Media Officer**
- **Senior Communications Officer**
- **Head, Policy and Planning**
- **Legal Officer II**
- **Public Procurement Officer**

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

<https://employtt.gov.tt/>

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

Please note:

- The resume must be accompanied by a cover letter stating the Job advertised that applicants are applying for, academic qualifications and other relevant certifications, two (2) work-related references, one (1) personal recommendation, Marriage Certificate where applicable and a Certificate of Character (COC)/Receipt of Application for (COC)(which must not be older than 6 months). All documents must be uploaded as a single pdf file (no greater than 10MB in size) to <https://employtt.gov.tt/>
- The cover letter must be addressed to:

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

