PERMANENT MISSION OF THE REPUBLIC OF TRINIDAD AND TOBAGO
TO THE UNITED NATIONS, NEW YORK
633 Third Avenue, 12th Floor, New York, NY 10017
Tel: 212-697-7620; Fax: 212-682-3580; Email: pmun-ny@trinbago.org

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position at the Permanent Mission of the Republic of Trinidad and Tobago to the United Nations, New York:

Clerk, Research

Key Duties and Responsibilities:

- Conducts research on UN resolutions, reports, negotiations and thematic issues relevant to Trinidad and Tobago's foreign policy;
- Prepare background briefs, talking points, draft statements and meeting summaries;
- Monitor developments in UN committees, working groups and Security Council deliberations;
- Assist in compiling data, tracking voting patterns and analyzing trends affecting small-island developing states;
- Support the drafting of reports to capital, including updates on negotiations, emerging issue and multilateral developments;
- Maintain research databases, document repositories and reference materials;
- Provide logistical and administrative support during high-level meetings, conferences and visits;
- Any other duties as assigned.

Other Requirements

- Minimum of a High School Diploma or equivalent;
- Previous clerical, administrative, research or information-gathering experience, preferably in an office, government, diplomatic, academic or professional environment;
- Demonstrated ability to conduct basic research, gather information from reliable sources, compile data and prepare concise summaries or background notes;
- High proficiency in written and oral English, with the ability to communicate information clearly, accurately and professionally;

- High proficiency in Microsoft Office Suite, particularly Word, Excel, PowerPoint and Outlook;
- Strong internet research, information-management, filing and record-keeping skills;
- Excellent attention to detail, with the ability to review, organize and verify information for accuracy;
- Ability to handle confidential and sensitive information with discretion and sound judgement;
- Strong organizational skills and the ability to manage multiple assignments and meet established deadlines;
- Ability to work independently while also supporting professional and research staff as part of a team;
- Possess legal authorization to work in the United States. Documentary evidence of work authorization will be required.

Required Skills and Competencies

- Strong research, analytical and writing skills;
- Familiarity with the UN system, international relations or multilateral diplomacy;
- Ability to work under pressure and meet tight deadlines;
- Proficiency in Microsoft Office and document-management tools;
- Discretion, professionalism and sound judgment.

The deadline to submit applications is November 30th 2026 Applications that are mailed must be postmarked by the deadline. Interested persons should submit their resume and relevant copies of required documents by mail or email to:

Head of Chancery
Permanent Mission of the Republic of Trinidad and Tobago
633 Third Avenue, 12th Floor, New York, NY 10017
Pmun-ny@trinbago.org

Unsuitable/late applications would not be acknowledged