

## **CSME SPECIALIST**

### **JOB SUMMARY**

Responsible for work in the field of communications and research and undertake an ongoing public education programme on the concept, principles and opportunities of the CSME.

### **KEY DUTIES AND RESPONSIBILITIES**

- Conducts communications functions on behalf of the CSME Unit.
- Work includes research on all CSME issues for public dissemination.
- Develops a programme of public education aimed at sensitizing stakeholders and public of developments relevant to the CSME.
- Keeps abreast of developments on the CSME including through the servicing of relevant meetings.
- Liaises with Government Ministries, Departments and Agencies, private organizations and the CARICOM Secretariat.
- Ensures the relevant resources are instituted locally to give effect to commitments undertaken as they relate to the revised Treaty of Chaguaramas.
- Plans and executes outreach activities at targeted sectors of population including state agencies and the private sector.
- Liaises with representatives of the mass media and various organizations with a view to projecting the image of Trinidad and Tobago in the CSME and also in order to obtain information on behalf of the Government of Trinidad and Tobago.
- Prepares position briefs, presentations and speeches on different aspects of the Revised Treaty of Chaguaramas
- Designs brochures and other written material on CSME.
- Represents and defends the interests of GOROTT on CSME matters at relevant regional forums.
- Arranges for the dissemination by the various media of information on developments related to CSME
- Plans, coordinates and participates in research projects on matters pertinent to the Public Education Programme.
- Arranges seminars, town hall meetings, press conferences and consultations on the CSME.
- Conducts presentations and workshops on CSME.
- Additional duties as may be found relevant.

### **SKILLS AND COMPETENCIES**

- Sound knowledge of the principles and practices in the field of communications.
- Considerable knowledge in the modern methods of research, news gathering and disseminations, and of the role of the mass media.
- Ability to express ideas orally and in writing in a clear and concise manner

- Ability to establish and maintain effective working relationships and to work harmoniously in a team context.
- Knowledge and/or experience with CARICOM matters will be an advantage.
- Excellent oral and written communication skills.
- Dynamic, highly-motivated and results-driven.
- Keen customer service orientation.

#### **QUALIFICATIONS AND EXPERIENCE**

- A University Degree in International Relations and any other relevant knowledge on the CSME or the equivalent combination of experience and training.
- At least three (3) years experience in this field.