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, on contract for two years, at the Permanent Mission of the Republic of Trinidad and Tobago to the United Nations in New York:

Administrative Support Officer

Contractual Position (2 years)

Key Duties and Responsibilities:

- Coordinate the administrative and logistical arrangements for meetings, workshops and conferences, including relevant follow-up activities and monitoring of decisions and actions related to the Mission's UN Security Council work programme.
- Prepare and process a range of official documents and correspondence, including letters, memoranda, minutes, reports, spreadsheets and other administrative materials.
- Manage records, information and correspondence, including maintaining filing and tracking systems and coordinating the receipt, recording, screening, distribution and appropriate referral of incoming documents.
- Provide administrative and research support to professional and senior staff, including compiling and analysing information, monitoring outstanding actions, preparing progress updates and undertaking other related duties as assigned.

Requirements

- Diploma or Bachelor's degree in Business Administration, Management Public Administration, International Relations or related field;
- Training in office administration, records management or executive support is an asset;
- 2-3 years of experience providing administrative support in a government ministry, international organization or corporate environment;

Other Requirements (revised)

- Experience in managing schedules, correspondence and document workflows;
- Familiarity with meeting coordination, minute-taking and logistical support;

- Experience working in a fast-paced or high-volume environment is an advantage;
- Demonstrated experience coordinating inter-agency processes or leading policy teams.
- Must possess legal authorization to work in the United States. Documentary evidence of work authorization will be required.

Required Skills and Competencies

- Strong administrative, organizational and digital skills, including proficiency in Microsoft Office Suite, effective records management and close attention to detail;
- Excellent written and oral communication skills, with the ability to prepare professional correspondence, memoranda, minutes, reports and other standard administrative documents;
- Strong interpersonal and teamwork skills, with the ability to establish and maintain effective working relationships and collaborate effectively in a professional environment;
- Initiative, sound judgement and problem-solving ability, with demonstrated reliability, discretion, adaptability and a strong sense of responsibility in managing assigned duties.

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