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:

United Nations Security Council (UNSC) Operational Coordinator

Contractual Position (2 years)

Key Duties and Responsibilities:

- Coordinate and oversee the Mission's overall UNSC workflow, including the allocation, tracking and prioritization of tasks arising from the Security Council's programme of work.
- Develop and maintain effective workflow and tracking systems to monitor deadlines, outstanding actions, requests for instructions and other time-sensitive UNSC deliverables involving the Mission and relevant authorities in capital.
- Monitor progress and proactively address operational requirements, including identifying competing priorities, bottlenecks and gaps in coverage, following up with responsible officers and relevant Ministries, Departments and Agencies, and escalating matters requiring senior-level attention.
- Assess and manage incoming UNSC-related matters according to their urgency and importance, taking appropriate action or referring matters to senior Mission leadership, and perform other related duties as assigned.

Requirements (revised)

- Bachelor's degree in International Relations, Political Science, Law, Security Studies or a related field;
- Master's degree in a relevant discipline (e.g., International Affairs, Public Policy, International Law) is highly desirable;
- Minimum 7 years of progressively responsible experience in foreign policy, multilateral diplomacy or international security;

- Experience working with or within the United Nations system, particularly in peace and security, is strongly preferred;
- 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

- Exceptional organizational, coordination and prioritization skills, with the ability to manage complex workflows, multiple stakeholders and competing priorities under tight and frequently changing deadlines.
- Excellent communication and interpersonal skills, including the ability to synthesize complex information, communicate clearly and concisely, and work effectively with diplomats, senior government officials and technical experts in a high-pressure environment.
- Sound judgement, initiative and discretion, with strong attention to detail, the ability to anticipate and follow through on requirements, and a demonstrated capacity to handle sensitive diplomatic and national security information with strict confidentiality.

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