



PERMANENT MISSION OF THE REPUBLIC OF TRINIDAD AND TOBAGO TO THE UNITED NATIONS, NEW YORK

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following TWO (2) VACANCIES at the Permanent Mission of Trinidad and Tobago to the United Nations in New York:

Stenographer

The incumbent will perform duties that are within the scope of the secretarial, clerical and information management fields.

Distinguishing Features of Work:

Responsibilities will vary and include duties in an environment that utilizes the United Nations and Mission's web-based interfaces, as well as manual systems. The distinguishing features of the work include typing, scripting and transcribing dictation, maintain a small record of files and documents, e-mailing and managing information retrieved, planning and scheduling itineraries. All work will be performed under direct supervision and in accordance with established policies, procedures and standards prevailing in the Permanent Mission and the administrative/professional secretarial field so as to ensure adherence to policies and attainment of objectives.

Responsibilities:

- Type and collate reports, briefs and statements.
- Prepare memoranda, labels and Diplomatic Notes.
- Dispatch correspondence and documents via facsimile, scanning or via e-mail.
- Screen, register and manage all incoming facsimiles and correspondence, as well as disseminate the according to standard procedures.
- Develop and maintain databases.
- Take notes and send follow-up requests /summaries as needed.
- Assist with the reception and telephone switch-board functions of the Mission, as necessary.
- Provide assistance to home-based staff.
- Perform protocol and liaison duties, as requested.
- Source quotations.
- Liaise with service providers and clientele of the Permanent Mission.
- Perform additional duties as assigned.

Minimum experience and training:

- Training as evidenced by the possession of an Associate Degree or any equivalent combination of experience and training.
- Knowledge of government policies and procedures in a similar or related field in the Public Service or Diplomatic Mission.
- Knowledge of protocol in a governmental or international organization including experience of working with the host country.

Competencies:

Psychomotor Skills-

- Proficiency at intermediate level to use Microsoft Office (Word, Excel, Access and Power Point).

Cognitive Skills-

- Basic knowledge of documentation standards and acceptable presentation styles.
- Knowledge of an official's rank and the required protocol that should be given to the person in an official or social context.
- Ability to grasp problems and to think and to act quickly.
- Knowledge and understanding of the Permanent Mission's vision including its objectives at the United Nations and for Trinidad and Tobago.

Communication Skills-

- Ability to communicate effectively.
- High Proficiency in English Language.

Organizational Skills-

- Develops clear goals that are consistent with agreed strategies.
- Identifies priority activities and assignments; adjusts priorities as required.
- Allocates appropriate amount of time and resources for completing tasks.
- Assist with the planning of events.

Behavioural Skills-

- Ability to multitask, work independently with the capacity to handle tasks with accuracy and speed whilst maintaining a friendly and courteous image within a fast paced environment.
- Ability to listen with attention and communicate or provide feedback effectively orally and in writing with clarity and brevity.
- Ability to establish and maintain effective working relationships with associates and stakeholders.
- Ability to adapt readily and work effectively under a variety of different conditions, including with different people, situations and groups.
- Ability to be discreet in all matters related to the assignment, including confidential information seen or heard.
- Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals.
- Places team agenda before personal agenda.

Additional Requirements:

- You must be legally authorized to work in the United States of America.
- Certificate of character/good conduct obtained within the last six (6) months to be presented on/before the date of assumption of duty.

Salary Range: USD\$1,500.00-USD\$1,860.00/fortnight

Benefits:

- 15 days paid vacation annually, 21 days from 5th year of service
- 14 days of sick leave
- Possibility to subscribe to group health plan

Applications must be submitted along with copies of relevant certificates and identification card by
22 January 2020 to:

Head of Chancery
Permanent Mission of Trinidad and Tobago to the United Nations, New York
633 Third Avenue, New York, NY 10017

OR

tmission@trinbago.org

Unsuitable/late applications would not be acknowledged.