



HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO

Notice of Employment Opportunity

The High Commission for the Republic of Trinidad and Tobago to Canada, located in Ottawa, Ontario, is inviting suitable applicants for the fixed-term contractual position of Clerk Stenographer. The term of engagement is two (2) years, and the contract may be renewed based on performance and conduct.

Key Duties and Responsibilities:

- Receive, sort and classify confidential documents on a wide range of topics;
- File and store completed documents on computer and maintain a computer filing system to store, retrieve, update and delete documents;
- Print and make copies of work;
- Maintain letterbooks of all work completed at the Mission;
- Open, imprint date stamp and register incoming daily mail in respective register and assign a registration number;
- Store and retrieve all paper and electronic records received or produced by the High Commission;
- Maintain the books and records in the High Commission's Library;
- Clear all in dips every morning;
- Maintain the physical appearance of all files;
- Have general knowledge of the basic requirements for applying for all services rendered at the High Commission;

The incumbent will have chief responsibility for overseeing the Mission's Registry Unit, and may, as the needs of the organization dictate, be called upon to perform other tasks typical of the nature of a job at a diplomatic Mission. These include but are not limited to: consular clerical work; research; and the planning and preparation of large and small-scale events and meetings.

Minimum Qualifications and Experience:

- Five (5) Caribbean Examinations Council/Five (5) General Certificate of Education passes. These must be inclusive of English and Mathematics General Proficiency

Level- I, II or III, or the Canadian or other equivalent. Supporting documentation must be provided;

- Previous clerical and administrative experience;
- Must be a citizen or Permanent Resident of Canada. Documentary evidence such as: Canadian Naturalization Certificate, Permanent Resident Card or proof of authorization to work in Canada is required.
- Must reside in the National Capital Region of Canada.

Skills, Competencies and Attributes

- Fluency in the English Language;
- Ability to communicate effectively with excellent comprehension skills;
- Proficiency in Microsoft Office Suite;
- Organized, meticulous and detailed-oriented;
- Discretion and confidentiality are essential;
- Observant, active learning and taking initiative are also essential.

APPLICATION PROCESS:

Suitable applicants are invited to **MAIL IN** the following documents as a complete application package for the attention of **Liana Sukhbir, High Commission for the Republic of Trinidad and Tobago to Canada, at 200 First Avenue, Ottawa, Ontario, K1S 2G6.**

- i. Cover letter;
- ii. Curriculum vitae which includes two references, with reliable contact information for each reference;
- iii. Clear, legible, certified, colour copies of your relevant educational certificates;
- iv. Police Certificate of Character; and
- v. Clear, legible, certified, colour copies of two forms of photograph identification (photo ID).

Please **DO NOT** hand deliver your application.

Deadline for applications: December 11, 2020