

**MINISTRY OF FOREIGN AFFAIRS
JOB DESCRIPTION**

SPECIALIST RESEARCH OFFICER

POSITION SUMMARY

Responsible for work in the context of the overall functioning of CARICOM and Caribbean Affairs Division.

KEY DUTIES AND RESPONSIBILITIES

- Conducts research on all aspects of the CARICOM Single Market and Economy (CSME) as outlined in the Ten Key Elements for implementation by the CSME of Trinidad and Tobago.
- Advises the Director of the Division on all matters relating to the CSME.
- Monitors other economic integration blocs to identify best practices in respect of the major elements of the Single Market and Economy regime.
- Compiles briefs and draft speeches on all CSME issues for use at all levels of government.
- Develops an innovative National Public Education Programme and oversees the roll-out of the programme on the CSME.
- Supervises the preparation of public educational material.
- Ensures accuracy of outgoing correspondence, documentation and briefs prior to dispatching.
- Identify and analyses all international issues impacting the full implementation of the CSME.
- Prepares written material to efficiently project the benefits of CSME participation by Trinidad and Tobago.
- Supervises Staff of the Unit and carries out In-house training in the operations of CSME.
- Chairs CSME related meetings in the absence of the Director.
- Ensures the execution of arrangements for an efficient data management system in line with Ministry norms and standards.

- Provides liaison with other Focal points of CSME Members States.
- Provides local support personnel of the CARICOM Secretariat and Consultants when in Trinidad and Tobago.
- Devises an action plan, in accordance with the Revised Treat of Chaguaramas, for the completion of work programme for the full implementation of the CSME in Trinidad and Tobago.
- Advises the Director on developments in the region relevant to the implementation of the CSME Member States.
- Monitors the programme for the removal of Restrictions on Services, Establishment and Capital of Trinidad and Tobago as well as other Member States.
- Represents the CSME Unit of Trinidad and Tobago selected Regional Meetings as well as at local forum relevant to CSME matters.

QUALIFICATIONS AND EXPERIENCE

- University Degree in Economics or Social Sciences or any equivalent combination of experience and training.
- At least three (3) years experience in the field.
- Knowledge and/or experience with CARICOM matters will be an advantage

SKILLS AND COMPETENCIES

- Knowledge of modern methods and techniques of information gathering, presentation and dissemination.
- Ability to identify, investigate and research issues.
- Ability to collate, prepare and present information and releases for use by the various media.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, the media and the public.
- Working knowledge of relevant computer applications.
- Strong interpersonal and organisational skills.