

CSME SPECIALIST

JOB SUMMARY

Responsible for work in the field of communications and research and undertake an ongoing public education programme on the concept, principles and opportunities of the CSME.

KEY DUTIES AND RESPONSIBILITIES

- Conducts communications functions on behalf of the CSME Unit.
- Work includes research on all CSME issues for public dissemination.
- Develops a programme of public education aimed at sensitizing stakeholders and public of developments relevant to the CSME.
- Keeps abreast of developments on the CSME including through the servicing of relevant meetings.
- Liaises with Government Ministries, Departments and Agencies, private organizations and the CARICOM Secretariat.
- Ensures the relevant resources are instituted locally to give effect to commitments undertaken as they relate to the revised Treaty of Chaguaramas.
- Plans and executes outreach activities at targeted sectors of population including state agencies and the private sector.
- Liaises with representatives of the mass media and various organizations with a view to projecting the image of Trinidad and Tobago in the CSME and also in order to obtain information on behalf of the Government of Trinidad and Tobago.
- Prepares position briefs, presentations and speeches on different aspects of the Revised Treaty of Chaguaramas
- Designs brochures and other written material on CSME.
- Represents and defends the interests of GOROTT on CSME matters at relevant regional forums.
- Arranges for the dissemination by the various media of information on developments related to CSME
- Plans, coordinates and participates in research projects on matters pertinent to the Public Education Programme.
- Arranges seminars, town hall meetings, press conferences and consultations on the CSME.
- Conducts presentations and workshops on CSME.
- Additional duties as may be found relevant.

SKILLS AND COMPETENCIES

- Sound knowledge of the principles and practices in the field of communications.
- Considerable knowledge in the modern methods of research, news gathering and disseminations, and of the role of the mass media.

- Ability to express ideas orally and in writing in a clear and concise manner
- Ability to establish and maintain effective working relationships and to work harmoniously in a team context.
- Knowledge and/or experience with CARICOM matters will be an advantage.
- Excellent oral and written communication skills.
- Dynamic, highly-motivated and results-driven.
- Keen customer service orientation.

QUALIFICATIONS AND EXPERIENCE

- A University Degree in International Relations and any other relevant knowledge on the CSME or the equivalent combination of experience and training.
- At least three (3) years experience in this field.