

MINISTRY OF FOREIGN AND CARICOM AFFAIRS

JOB DESCRIPTION

INTERNATIONAL RELATIONS OFFICER

JOB SUMMARY

To provide professional and technical support in the implementation of the work programme for the Ministry of Foreign and CARICOM Affairs. Functions include drafting diplomatic notes, briefs, aide memoires and other official correspondence, keeping up to date on political, economic and social developments at the national and international levels, participating in meetings and undertaking protocol duties.

DUTIES AND RESPONSIBILITIES:

- Draft speeches and responses to various types of correspondence such as memoranda, letters, diplomatic notes, aide memoires and country briefs;
- Undertake research and prepare briefing documents, Cabinet Notes;
- Perform preparatory work for meetings between senior personnel of the ministry and representatives of foreign governments, external agencies and other ministries/departments and write follow up reports as required;
- Monitor, assess and analyse the political and economic developments in countries and regional organizations and as such prepare appropriate foreign policy briefs with recommendations;
- Maintain contacts with representatives of foreign Governments, the public, private sector and civil society to inform the work of the Ministry;
- Assist in the planning, organizing and logistical execution of specific official visits as may fall within your area of responsibility;
- Provide support to senior officer(s) in negotiations and participation in meetings;
- Perform protocol event management functions;
- Represent the Ministry at functions and meetings or conferences
- Perform other related duties as required.

ADDITIONAL DUTIES AND RESPONSIBILITIES (AT OVERSEAS MISSIONS)

(as Head of Chancery in absence of a Foreign Service Officer)

- Oversee the administrative functions of a Consulate General/Mission including office management, accounts, registry and human resource.
- Prepare annual work programme, and annual administrative report for the Consulate/Mission.
- Supervise the work of the Locally Recruited Staff.
- Assume responsibility for the lease of goods and equipment and the contracting of services necessary for the functioning of the Mission.
- Sign invoices, vouchers and cheques upon receipt of all supporting documentation.
- Ensure all accounting transactions adhere to prescribed Regulations and financial prudence.
- Also may be required to assume responsibilities as Charge d’Affairés when the Head of Mission is away from post and in the absence of a Head of Chancery.

EDUCATION REQUIREMENTS

Bachelor of Science Degree (Second Class Honours) in International Relations, International Studies, Economics, International Trade, Political Studies from a recognised tertiary institution.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of the CARICOM Single Market and Economy, (CSME), CARICOM and its various organs and how it functions.
- Working knowledge of the Westminster System of Government and Parliamentary Democracy
- Working knowledge of Trinidad and Tobago economy and the development pillars
- Excellent understanding of international relations and specifically the challenges confronting developing countries and small states in particular, operating in a global environment.
- Knowledge of a foreign language is desirable

- Knowledge of economic , financial and commercial matters in Trinidad and Tobago
- Strong interest in protocol, etiquette and diplomacy
- Ability to take comprehensive notes
- Good speech writing capabilities
- Computer literate with a specific working knowledge of Microsoft Office
- Excellent oral and written communication skills
- Ability to work as part of a team and also to work with some degree of independence
- Ability to demonstrate tact and diplomacy
- Ability to liaise with and maintain working relationships with the public and other Ministry's officials.