



DIVISION OF FINANCE AND THE ECONOMY  
INVESTMENT AND PUBLIC PRIVATE PARTNERSHIP UNIT

## CAREER OPPORTUNITY

### BUSINESS OPERATIONS ASSISTANT II

#### JOB DESCRIPTION

Supports and assists the Director in the execution of their duties. Responsibilities include the researching, composing and analysing of information on matters engaging the attention of the Director, and ensuring the timely preparation of reports and other submissions. Assists in the drafting/editing of correspondence and reports, in the planning and organising the work programme of the Director, as well as accompanies the Director and takes notes/minutes at meetings etc. prioritising/expediting matters arising, and takes follow up action and monitors activities relating to decisions taken/finalised.

Liaises with staff, other Divisions, Departments or Agencies and the public.

#### DUTIES AND RESPONSIBILITIES

- Complete a broad variety of administrative tasks including: managing the Director's calendar of appointments; composing and preparing confidential correspondence; arranging detailed travel plans, itineraries, and agendas; compiling documents for meetings; supervising financial administration of the unit; and procuring goods and services;
- Research, prioritize, and follow up on incoming issues and concerns of the Unit, including those of a sensitive or confidential nature, and determine appropriate course of action, referral, or response;
- Liaise between the IP3 Unit and internal departments of the Division of Finance as well as other Divisions; and works closely and effectively with the Director to keep them well informed of upcoming commitments and responsibilities;
- Assist in coordinating the agenda of team meetings and off-sites, and all staff meetings;
- Record, transcribe and distribute minutes of meetings;
- Design and maintain a document management system for documents and reference materials;
- Facilitates coordination of outreach and develops, publishes and circulates promotional materials;
- Prepares press briefings and act as the focal point for interaction with the media; and
- Ensures that the Unit's web portal is kept updated and responds to all requests for information from stakeholders.

#### QUALIFICATIONS AND EXPERIENCE

- Associate degree, Association of Business Executives diploma, or Certificate in Public Administration;
- A minimum of three (3) years of experience providing support at a high level;
- Proficient in Microsoft Office and Adobe Acrobat.

**Application Deadline: APRIL 20TH 2018**

Interested persons should submit applications including Curriculum Vitae and two references to

THE ADMINISTRATOR  
DIVISION OF FINANCE AND THE ECONOMY  
Victor E. Bruce Financial Complex  
6-10 Post Office Street, Scarborough, Tobago 900212  
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