



DIVISION OF FINANCE TRADE AND THE ECONOMY
EMPLOYMENT OPPORTUNITIES

**PUBLIC RELATIONS OFFICER, COMMUNICATIONS UNIT, DIVISION OF FINANCE
TRADE AND THE ECONOMY**

The Administrator, Division of Finance Trade and the Economy invites applications from suitably qualified officers in the Division of Finance Trade and the Economy for the office of Public Relations Officer on contract.

The incumbent will be expected to provide management support to the execution of strategic activities within the Division

KEY DUTIES AND RESPONSIBILITIES

- ❖ Supports the development and implementation of communication strategies, plan public relations programmes, including the preparation of cost budget.
- ❖ Responds to enquiries from the public, and other organizations.
- ❖ Writes, edits, and arranges the production of newsletters, brochures and marketing communication.
- ❖ Assists in preparing organizational documents such as reports and corporate profile.
- ❖ Prepares visual aids and make public presentations.
- ❖ Oversees production of visual (film, video), audio and electronic material.
- ❖ Develops risks assessments and implements crisis and issues planning to ensure the organization's reputation is maintained.
- ❖ Supports the management and maintenance brand identity.
- ❖ Supports the development of product and corporate advertising strategies and material.

- ❖ Designs and implements a media placement schedule to ensure high visibility for the Division and its services.
- ❖ Procures promotional items.
- ❖ Organizes and manages staff and public events, exhibitions, conferences and product launches.
- ❖ Procures sponsorship of programmes as required.
- ❖ Coordinates and manages public outreach and education events, including lectures, workshops and conferences.
- ❖ Supports the Human Resource Unit in the orientation of staff.
- ❖ Supports the Human Resource Unit in the Development and delivery of internal communications.
- ❖ Other related duties that may be required.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS

Experience (18 months to 3 years) in a similar role, in a Communication Unit, large Advertising Agency or Multimedia Consultancy. Qualifications as evidenced by a Degree from a recognized university in Mass Communication and Public Relations; or any equivalent combination of experience and training.

SUBMISSION OF APPLICATIONS

Applications including Curriculum Vitae giving details of relevant qualifications and experience together with copies of all certificates and (2) references should be submitted to the Human Resource Unit on or before **June 23, 2023 at 4:15pm,** and should be addressed to:

**Administrator
Division of Finance Trade and the Economy
Victor E. Bruce Financial Complex
6-10 Post Office Street, Scarborough
Tobago**

Or via email to

administrator@finance.tha.gov.tt

INCOMPLETE AND UNSUITABLE APPLICATIONS WILL NOT BE CONSIDERED.

Applications submitted without the following are deemed incomplete and unsuitable;

- **Applicant's signature**
- **Date of application**
- **Copy of Birth Certificate attached (computerized only)**
- **Legible and clearly printed copies of:**
 - **Relevant academic qualifications**
 - **Documents showing proof of citizenship (if not born in Trinidad and Tobago)**
 - **Document from the relevant authorizing bodies, verifying equivalency for qualification obtained abroad.**