



DIVISION OF FINANCE, TRADE AND THE ECONOMY

EMPLOYMENT OPPORTUNITY

JUNIOR RESEARCH ANALYST, ECONOMIC MANAGEMENT AND RESEARCH UNIT, DIVISION OF FINANCE, TRADE AND THE ECONOMY

The Administrator, Division of Finance, Trade and the Economy invites applications from suitably qualified persons for the office of Junior Research Analyst, on contract.

The incumbent will be required to conduct technical work in the Economic Management and Research Unit within the Division of Finance, Trade, and the Economy of the Tobago House of Assembly.

KEY DUTIES AND RESPONSIBILITIES:

- ❖ Assisting in the preparation of research papers and technical reports on the economic developments in Tobago.
- ❖ Assisting in surveys on economic issues in Tobago to guide decision-making in the Tobago House of Assembly.
- ❖ Assisting in collecting information on policies and programmes developed and implemented in other countries to deal with problems similar to those identified in Tobago.
- ❖ Collecting, analyzing, and compiling data on socio-economic issues relevant to Tobago.
- ❖ Other duties and responsibilities which are consistent with the position of Junior Research Analyst.

KNOWLEDGE, SKILLS AND ABILITIES

- ❖ Ability to extract, compile, and collect data;
- ❖ Proficiency in Microsoft Office Suite;
- ❖ Knowledge of statistical software; and
- ❖ Good oral and written communication.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- ❖ Candidates should possess a BSc in Economics or any other relevant degree.
- ❖ Knowledge of statistical software such as Eviews, Stata, and Excel.

SUBMISSION OF APPLICATIONS

Applications including Curriculum Vitae giving details of relevant qualifications and experience together with copies of all certificates and two (2) references should be submitted to the Human Resource Unit on or before **March 1, 2024, at 3:30 pm** 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

hr@finance.tha.gov.tt

Please indicate Attention Human Resource Officer II on the envelope