



DIVISION OF FINANCE, TRADE AND THE ECONOMY

EMPLOYMENT OPPORTUNITY

SENIOR POLICY 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 Senior Policy 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 Economy of the Tobago House of Assembly and supervise junior professionals working in the Unit.

KEY DUTIES AND RESPONSIBILITIES:

- ❖ Preparing research papers on emerging economic and financial issues in the national, regional, and global economy.
- ❖ Assisting in the preparation of the Tobago House of Assembly Annual Budget.
- ❖ Studying policies and programmes in areas such as tourism, renewable and non-renewable resources, developed and implemented in other countries to deal with problems similar to those identified in Tobago.
- ❖ Collecting, analyzing, and compiling data on economic issues relevant to Tobago.
- ❖ Reporting to the Chief Economist on developments and changes in legislation, regulations, international standards, and other relevant research.
- ❖ Presenting papers and research findings in academic and technical fora in Trinidad and Tobago, the Caribbean region, and internationally.
- ❖ Other duties and responsibilities that are consistent with the position of Senior Policy Analyst.

KNOWLEDGE, SKILLS AND ABILITIES

- ❖ Sound knowledge of research methods and evaluation techniques and mechanisms.
- ❖ Excellent communication skills (written and oral).
- ❖ Good knowledge of public policy planning.
- ❖ Working knowledge of regulations and procedures governing the Public Service.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- ❖ A Master of Science degree in Economics or any other relevant degree.
- ❖ A minimum of three (3) years of experience in policy development and research.
- ❖ Demonstrated experience in using statistical packages 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