



## **DIVISION OF FINANCE TRADE AND THE ECONOMY**

### **EMPLOYMENT OPPORTUNITIES**

#### **BUSINESS OPERATIONS ASSISTANT II**

The Administrator, Division of Finance Trade and the Economy invites applications from suitably qualified persons in the Division of Finance Trade and the Economy for the office of Business Operations Assistant II on contract.

The incumbent will be required to perform a variety of clerical /secretarial and administrative support duties of limited complexity. Work involves the performance of office management functions; assisting in strategy and work programme planning and implementation; undertaking follow-up activities as required and performing secretarial duties for managerial/professional and technical staff. Duties also include the supervision of employees engaged in the performance of related duties. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of this position.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge:**

- ❖ Considerable knowledge of modern office practices and procedures.
- ❖ Considerable knowledge of relevant Public Service rules, regulations, instructions and procedures.
- ❖ Considerable knowledge of office management principles and techniques.
- ❖ Knowledge of relevant financial rules and regulations.

##### **Skills And Abilities:**

- ❖ Proficiency in the use of Microsoft Office Suite
- ❖ Skill in the use of personal computers.
- ❖ Ability to use e-Government technology platforms.
- ❖ Ability to use the internet for research purposes.
- ❖ Ability to compose and prepare documents such as letters, memoranda, minutes and reports.
- ❖ Ability to demonstrate problem solving skills.
- ❖ Ability to plan, organize and supervise the work of staff engaged in performing a variety of clerical/secretarial and administrative support duties.
- ❖ Ability to train and mentor employees.
- ❖ Ability to communicate effectively both orally and in writing.
- ❖ Ability to develop creative strategies and solutions to accomplish objectives.
- ❖ Ability to lead and work as part of a team.
- ❖ Ability to establish and maintain effective working relationships with colleagues and members of the public.
- ❖ Ability to use initiative and to find solutions for work related issues.

## **MINIMUM EXPERIENCE AND TRAINING**

- ❖ A minimum of four (4) years' experience performing clerical/secretarial and administrative support duties.
- ❖ Training as evidenced by the possession of an Association of Business Executives Diploma (ABE); or Certificate in Public Administration (CPA) or equivalent.

## **SUBMISSION OF APPLICATIONS**

Applications including Curriculum Vitae giving details of relevant qualifications and experience, copy of birth certificate, copies of all certificates and (2) references should be submitted to the Human Resource Unit on or before **December 13, 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**

Please indicate **Attention: Human Resource Officer II** on envelope

Or via email to [hr@finance.tha.gov.tt](mailto:hr@finance.tha.gov.tt)

## **INCOMPLETE AND UNSUITABLE APPLICATIONS WILL NOT BE CONSIDERED.**

Applications submitted without the following will be deemed incomplete and unsuitable.

- **Applicant's signature**
- **Date of application**
- **Copy of Birth Certificate attached (computerized only)**
- **Contact information**
- **Non-submission of all required documents**
- **Legible and clearly printed copies of:**
  - **Relevant academic qualifications**
  - **Documents showing proof of citizenship (if not born in Trinidad and Tobago).**