



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

### **EMPLOYMENT OPPORTUNITIES**

#### **CONSUMER RESEARCH OFFICER**

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

The incumbent will be required to perform professional work in the field of scientific/ socio-economic research, related to the work of the Consumer Affairs Unit that will be assigned by the Consumer Affairs Manager. The Consumer Research Officer will be responsible for the planning, organization, and conduct of programmes of research into areas related to the functions, objectives and responsibilities of the Consumer Affairs Unit. Work involves collecting, collating, analysing and evaluating relevant data, liaising with Government Ministries, Departments and Agencies as well as private organisations, and supervising subordinate staff engaged in the compilation and collation of information.

Assignments may be received from Department Head or the Administrator, this employee will be expected to exercise a considerable degree of initiative and independent judgement. Work is subject to review by a Technical/Administrative Supervisor through discussion and evaluation of (written/oral).

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

##### **Knowledge:**

- ❖ Considerable knowledge of the principles, techniques and practices of research
- ❖ Knowledge of organization structure, policy, methods and systems of the Department of Consumer Affairs and the Division.

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

- ❖ Ability to compile, collate and present research data in a usable form.
- ❖ Ability to analyze and evaluate objectively.
- ❖ Ability to effectively utilize statistical methods.
- ❖ Ability to express ideas clearly and concisely and to prepare reports containing descriptive analytical and evaluative content
- ❖ Ability to establish and maintain an effective working relationship with other employees and the public

#### **MINIMUM EXPERIENCE AND TRAINING**

- ❖ A University Degree in Social Sciences from an accredited tertiary institution.
- ❖ Considerable experience in research work, business planning and processes.

#### **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).**