



NOTICE OF VACANCY

The Tobago Festivals Commission Limited is seeking to recruit suitably qualified and experienced candidates to fill the following positions:

- **Human Resource Specialist** (see below for Job Description)
- **Assistant Accounts Officer** (see below for Job Description)
- **Inventory Officer** (see below for Job Description)
- **Research Officer** (see below for Job Description)
- **Marketing and Communications Officer** (see below for Job Description)
- **Logistics Officer** (see below for Job Description)

Interested applicants are kindly asked to submit their CVs to hr.tfcl@gmail.com. The name of the position applying for should be included in the subject of the email. The deadline for application is **July 13, 2020 at 4:00 p.m.**

HUMAN RESOURCE SPECIALIST

The Human Resource Specialist is responsible for the interpretation and application of existing Human Resource Management (HRM) policies, procedures, rules and regulations. The incumbent is expected to formulate HRM policies and procedures specific to the organisation, monitor and evaluate the work of staff and serve on committees related to any HRM functional area.

KNOWLEDGE AND EXPERIENCE:

- Minimum of six (6) years' experience performing human resource management duties, including a minimum of two (2) years' supervisory experience
- Extensive knowledge of the principles, practices and techniques of HRM
- Considerable knowledge of government policies, procedures, rules and regulations related to HRM
- Considerable knowledge of national labour laws and regulations
- Ability to analyse and evaluate data and trends
- Ability to observe and maintain confidentiality in performance of duties
- Ability to prepare comprehensive reports and policy briefs

QUALIFICATIONS:

- Recognised University degree with core courses in Human Resource Management
- Post-graduate training in HRM

ASSISTANT ACCOUNTS OFFICER

The Assistant Accounts Officer will provide support in the Finance and Accounting Unit in a range of general clerical, accounting and book-keeping support functions for the organisation utilizing where required the accounting package in use by the organisation.

KNOWLEDGE AND EXPERIENCE:

- Two (2) years' experience in a similar role
- Excellent organisational skills
- Ability to use Microsoft Office Suites

QUALIFICATIONS:

- BSc Accounting, Finance or CAT Qualification

INVENTORY OFFICER

The Inventory Officer will have the responsibility for the receipt, storage and record keeping of the Company's goods and assets. The incumbent will also be responsible for purchasing goods on behalf of the Commission.

KNOWLEDGE AND EXPERIENCE:

- Knowledge of Storeroom methods and procedures
- Good communication and interpersonal skills
- Microsoft Office Suite competent inclusive of computer-based inventory skills
- Honest and dependable
- Excellent organisational skills
- Three (3) years' experience in Inventory Management

QUALIFICATIONS:

- Five CXC/G/CE O' Level Passes inclusive of Mathematics, English Language and Principles of Business or Principles of Accounts
- Diploma or equivalent in Stores/Inventory Management will be an asset

RESEARCH OFFICER

The incumbent is responsible for planning, organizing, coordinating and conducting research. Work includes undertaking more complex and technical investigations of Social, Cultural and Festival Tourism and Management matters or physical planning, collating, analysing and evaluation of data; preparing working paper reports, briefs on matters studied; liaising with Government Ministries/Departments/Agencies and private organisations.

KNOWLEDGE AND EXPERIENCE:

- Considerable knowledge of the principles, techniques and practices and methodology of social science, economic and tourism research.
- Ability to plan and execute programmes
- Ability to analyse and evaluate problems objectively
- Ability to organize and provide research analysis
- Ability to express ideas clearly and concisely and to prepare reports containing descriptive, analytical and evaluative content
- Ability to establish and maintain effective working relationship with other employees and the public

QUALIFICATIONS:

- University Degree in one of the Social Sciences or any equivalent combination of experience and training.
- A Post Graduate Degree will be an asset.

- Five years (5) years' experience in research work as may have gained in a lower class.

MARKETING AND COMMUNICATIONS OFFICER

The Marketing and Communications Officer will assist in developing and implementing marketing strategies and initiatives to support the overall business strategy and goals of the company, promote its vision and values. The incumbent works in partnership with the Marketing and Communications Manager, Graphic Designer and business units to develop and implement marketing and communication strategies which support the company's growth objectives. The scope of responsibility spans both internally focused communications and externally directed communications in keeping with overall marketing objectives.

KNOWLEDGE AND EXPERIENCE:

- Social media skills
- Strong analytical and organizational skills
- Interpersonal skills, including the ability to collaborate and communicate with all levels of employees and management and make effective presentations
- Ability to work closely cross-functional teams.
- Demonstrated ability to develop and implement creative solutions
- Excellent communications skills both oral and written
- Attention to detail
- Ability to use Microsoft Office Suites

QUALIFICATIONS:

- A Bachelor's Degree in Marketing, Public Relations, Media and Communications, Mass Communications or related field is required and 3 to 5 years' experience in a similar environment.
- Post Graduate qualification in Marketing, Communications or related field would be an asset

LOGISTICS OFFICER

The Logistics Officer will serve as a key support to the Events Projects Coordinator with respect to coordinating of major festivals, events and programmes at the Commission. The incumbent will be a member of a cross functional team of technical and field staff to implement festivals and events.

KNOWLEDGE AND EXPERIENCE:

- Proven negotiation skills
- Ability to work long hours
- Ability to problem-solve and work as a team in a changing and multitasking environment with numerous deadlines
- Excellent organisational, planning, presentation and project management skills
- Excellent oral and written communications skills with strong proof-reading abilities
- Solid business acumen, management and problem-solving skills
- Proficient in the use of computer programmes such as Microsoft Office, event management technologies and customer relationship software

QUALIFICATIONS:

- Undergraduate Degree in the Arts, Logistics or Project Management.
- Minimum of three (3) years' experience in Events Management or related field.