



**OFFICE OF THE ADMINISTRATOR
DIVISION OF HEALTH, WELLNESS & SOCIAL PROTECTION
TOBAGO HOUSE OF ASSEMBLY
#107, Wilson Road, Scarborough, Tobago
Phone: 868-639-3395 | Fax: 868-639-4808
Email: dhwfd.administrator@gov.tt**

VACANCIES

The Administrator in the Division of Health, Wellness and Social Protection is seeking suitably qualified persons to fill the following positions on contract, for a period of three (3) years:

- **SENIOR PROGRAMME COORDINATOR**
- **LEGAL OFFICER II**
- **MANAGER, CORPORATE COMMUNICATIONS**
- **BUSINESS OPERATIONS ASSISTANT I**

Application Deadline: Friday, 7th October, 2022

Applications must be addressed to:

ADMINISTRATOR
DIVISION OF HEALTH, WELLNESS AND SOCIAL PROTECTION
HABIB BUILDING, #107, WILSON ROAD,
SCARBOROUGH,
TOBAGO.

Applications with a detailed Curriculum Vitae and two (2) references can be dropped off in person or submitted via email: employment.health@gov.tt

Unsuitable applications will not be acknowledged

SENIOR PROGRAMME COORDINATOR

The Senior Programme Coordinator is responsible for the strategic management and leadership of all the various aspects of Social Protection in Tobago. The incumbent will provide technical advice and expertise in the area of social protection services as well as the implementation of social policies and programmes. The incumbent will also oversee the delivery of Social Services across the island as well as provide strategic direction and coordination to all the Units within the Social Protection Department.

Nature of Work

- Coordinates activities of the Social Protection Department (Alcohol and Drug Abuse Prevention Programme, Realization for Economic Achievement, Ageing Unit, Community Social Services Unit, Children and Family Services, Clinical Psychologist and Gender Affairs);
- Implements policies, plans and programmes for the effective implementation of Social Protection Department;
- Liaises and consults with governmental and non-governmental agencies engaged in providing Family Services;
- Convenes meetings of the Department and communicates decisions taken by the relevant Units to the Administrator;
- Monitors programmes and reviews reports on the delivery of Units under the Social Protection Department;
- Performs other related duties as assigned.

Qualifications and Experience

- Training as evidenced by a recognized Degree in Social Work or the Social Sciences, supplemented by a Master's Degree in Social Policy, Social Work, Sociology, Psychology, Social Development, Family Development or a related field in the Social Sciences;
- Minimum of four (4) years' experience in the Social Sector field as well as experience at a supervisory level;
- Extensive knowledge of social development, programming processes and legislation;

- Considerable knowledge of strategic management and public sector management principles, practices and procedures;
- Knowledge of the principles and practices of Social Work administration with particular emphasis on those activities of the various Units of the Department;
- Knowledge of casework principles, methods and procedures;
- Ability to plan, organize, direct and coordinate the activities of the Department at both the national and community levels;
- Ability to speak and write clearly and effectively.

LEGAL OFFICER II

The incumbent is required to perform professional legal work in the Division. Duties include appearing in court, providing legal advice and opinions and drafting legal documents on matters involving the Division. Depending on the assignment, the incumbent may be required to perform some or the full range of the duties of the position.

Nature of Work

- Represents the Division in court and before tribunals;
- Advises on legal issues relating to the administration, interpretation and enforcement of laws relative to the Division's operations;
- Drafts complex legal documents including contracts, leases and agreements;
- Performs court case preparation work such as interviewing witnesses, taking depositions, preparing pre-trial briefs and drafting pleadings for filing;
- Conducts research and analysis and reports on legal matters pertinent to the Division's operations;
- Prepares Cabinet / Executive Council Notes, memoranda, letters and other documents on legal matters;
- Performs other duties as required.

Qualifications and Experience

- Considerable knowledge of the Laws of Trinidad and Tobago;
- Knowledge of legal principles and practices;
- Ability to present and explain statements of fact and the law and to argue clearly and logically, orally and in writing;
- Minimum of four (4) years' experience as a practicing Attorney at Law;
- Bachelor of Law Degree from a recognized institution;
- Legal Certificate or equivalent from a recognized institution;
- Admission to practice law in Trinidad and Tobago.

MANAGER, CORPORATE COMMUNICATIONS

The incumbent is required to develop, implement, direct and evaluate the Division's marketing and communications strategies and programmes including public relations, web site content and the Division's identity / image. Duties include planning, organizing, directing and coordinating the work of staff engaged in the performance of related activities. Duties also include using communication as a vital component of the overall change management programme, in support of the Division's initiatives amongst internal stakeholders, and to inform clients, employees and the general public of initiatives and policies of government and the Division.

Nature of Work

- Plans, organizes and coordinates the work of staff engaged in the provision of Corporate communication services in the Division;
- Prepares the more complex and sensitive briefs, media releases, advertisements and presentations; reviews speeches to be delivered by the Secretary;
- Spearheads the development and implementation of media relation strategies, to ensure proactive and positive media coverage of the Division's activities and to minimize negative media reports;
- Defines and manages all aspects of strategic communications: brand management, reputation management and relationship management for the Division.
- Formulates policies, procedures, systems and guidelines that support the Corporate Communications function in the Division and ensure compliance;
- Participates in the procurement of consultants for communications and research services by defining the research problem, determining research methodologies and sources, advises on questionnaires and discussion guides and reviews reports and recommendations.
- Performs other related duties as required.

Qualifications and Experience

- Minimum eight (8) years' experience in the field of Corporate Communication, Public Relations or Media Relations and Advertising.
- Training as evidenced by a recognized University Degree in Communications Studies or a post graduate Diploma in a related field;
- Extensive knowledge of media issues, social marketing theory and practice;

- Extensive knowledge of marketing, public relations, advertising, promotion and other marketing communication methods;
- Ability to plan, organize, lead and co-ordinate the work of professional and other support staff performing corporate communications duties.

BUSINESS OPERATIONS ASSISTANT I

The incumbent will be required to perform a variety of clerical / secretarial and administrative support duties of limited complexity. Work involves assisting in the planning and management of meetings; opening, sorting and routing of mail; maintaining records and files; performing routine accounting duties and generating a wide variety of documents utilizing appropriate software. Depending on the assignment, the incumbent may be required to perform some or the full range of the duties of this position.

Nature of Work

- Assists in the planning and management of meetings, workshops and conference
 - Prepares agendas;
 - Issues meeting invitations
 - Takes meeting notes
 - Distribute minutes to participants and
 - Undertakes relevant follow-up as directed;
- Composes and issues routine correspondence; also prepares drafts of more complex correspondence and reports of meetings, conferences etc. as directed;
- Generates a wide variety of documents such as letters, memoranda, minutes, reports and spreadsheets utilizing appropriate software;
- Maintains file registers and a filing system in keeping with established systems and procedures;
- Assists in the preparation of timesheets and pay sheets, vouchers, invoices and requisitions; post entries in journal and ledgers and other routine accounting duties;
- Performs other related duties as required.

Qualifications, Knowledge and Experience

- Five (5) CXC / GCE O Level passes including English Language and Mathematics.