



## **STAFF RECRUITMENT**

The Trinidad and Tobago Securities and Exchange Commission invites applications to fill the permanent position of:

### **Manager, Policy, Research and Planning in the Policy, Research and Planning Department**

#### **A. Job Summary**

The Manager, Policy Research & Planning is responsible for the research, policy formulation and specific planning activities as required by the Commission. The incumbent oversees the collection and analysis of data related to the domestic and international capital markets and the management of an in-house special purpose library.

#### **B. Responsibilities / Accountabilities**

- Provides direction and oversight of the development of policies, reports, research papers, presentations and any other required documents that analyze market trends and developments in both domestic and international capital markets.
- Ensures the department performs its data custodial functions by collecting, collating and analyzing data from the domestic and international capital market.
- Supervises data verification, validation and data integrity exercises.
- Oversees/prepares reports as required for compliance with statutory submission requirements.
- Represents the Commission at presentations, seminars, conferences and different fora as required.
- Interprets, analyses and presents the results of research projects and recommendations that are based on sound data verification, validation and data integrity.
- Manages the day-to-day operations of the Department.
- Develops the work programme for the Department and provides direction to the Department's staff by assigning and supervising designated projects and implementing practices to improve quality work standards to increase the department's level of productivity.
- Performs other job-related duties as required.

**C. Authorities**

The incumbent in the position of Manager, Policy, Research & Planning, has the authority to:

- Advise the Board, executive, management and staff on policy and research related matters.
- Implement policies that have been approved by the Board or as directed by the CEO.
- Organise and direct the work activities of the Policy, Research & Planning Team.
- Address disciplinary related matters within the Policy, Research and Planning Team.
- Represent the Commission at meetings with external stakeholders.

**D. Minimum Qualifications and Experience**

- Bachelor’s Degree in Finance, Accounting/Economics /Management/Business related field.
- A Master’s Degree in Economics/Finance or equivalent post-graduate degree in a related area with a strong theoretical background in statistics will be an asset.
- Seven (7) years’ experience in research and analysis in the areas of Economics, Management and/or Finance.
- Five (5) years of managing staff at a professional level.
- Any relevant combination of education, training and experience will be considered.

**E. Competencies**

<b><u>Technical Competencies</u></b>	<b><u>Behavioural Competencies</u></b>
<ul style="list-style-type: none"><li>• Strong background and expertise in applied macro- and micro-economics.</li><li>• Knowledge of factors affecting local and international economies and capital markets</li><li>• Knowledge of research models</li><li>• In-depth understanding of the operations affecting Securities Industries</li><li>• Extensive understanding of the finance system and principles</li><li>• Excellent research skills</li><li>• Planning, organizing and budgeting</li></ul>	<ul style="list-style-type: none"><li>• Integrity</li><li>• Team Leadership</li><li>• Customer Orientation</li><li>• Achievement Orientation</li><li>• Strategic Orientation</li><li>• Analytical and conceptual thinking</li><li>• Impact and influence skills</li><li>• Relationship building</li></ul>

## F. Key Contacts

- Internal:** Chief Executive Officer, Deputy Chief Executive Officer, General Counsel, Heads of Divisions
- External:** Central Bank of Trinidad and Tobago, Regulators, Trinidad and Tobago Stock Exchange, Banks, Media, Universities and Governmental Organizations

**All applications should be forwarded and addressed as follows:**

**Vacancy – Manager, Policy, Research and Planning**

**Director, Human Resources**  
Trinidad and Tobago Securities and Exchange Commission  
Levels 22-23, Tower D  
International Waterfront Centre  
1 Wrightson Road  
Port of Spain

Email address: [vacancies@ttsec.org.tt](mailto:vacancies@ttsec.org.tt)

***Applications should arrive no later than June 30, 2026***

*The Commission thanks everyone for your interest, however, only shortlisted candidates will be contacted.*

*Please be advised that AI may be utilized in the recruitment process.*