



## **STAFF RECRUITMENT**

Trinidad and Tobago Securities and Exchange Commission invites applications for the following permanent position:

### **DIRECTOR, EXTERNAL AFFAIRS AND COMMUNICATION** **IN THE EXTERNAL AFFAIRS AND COMMUNICATION DIVISION**

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

The Director, External Affairs and Communication will develop, implement and manage the delivery of internal and external communication strategies that would support the Commission's operational requirements, strategic focus and Investor Education mandate. The incumbent will also manage the Commission's Crisis Communication Plan, media relations, online content and social media presence.

The incumbent will also be responsible for supporting the development of policies and strategies to engage with international, regional and other key stakeholders in the securities markets.

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

- Develop, implement and manage the strategic communication plans to facilitate the achievement of the Commission's strategic goals and objectives.
- Oversee media relations and protocol for all Commission events including local, regional and international seminars and workshops.
- Develop, review and implement the Corporate Communications, Crisis Communication and online and social media presence policies as well as the Commission's communication initiatives.
- Develop and implement innovative Investor Education strategies, initiatives, outreach programs and content.
- Manage and promote a positive corporate identity.

- Collaborate with the Corporate Services Division and other pertinent Divisions/Departments in planning, coordinating and organizing conferences, exhibitions, seminars, workshops and other Commission's events.
- Measures periodically communication delivery methods to ensure that processes are efficient and effective.
- Plan and co-ordinate the Commission's international and regional activities identifying opportunities and areas for institutional strengthening.
- Evaluate and respond to communiqués from regional and international organizations, particularly IOSCO.
- Prepare proposals to address issues related to IOSCO and other international and regional organizations relevant to the work of the Commission.
- Provide guidance and policy direction to the Executive and the Board of Commissioners on international developments in relation to securities matters, as they relate to the responsibilities of the Commission.
- Ensure that the Commission is compliant with the principles of IOSCO and other international and regional organizations relevant to the work of the Commission.
- Work with the Commission's Legal Team on requests for assistance/information sharing under the IOSCO Multilateral Memorandum of Understanding on enforcement cooperation.
- Develop and efficiently manage the annual divisional budget in consultation with the Finance Department.
- Manage the performance of staff in the External Affairs and communication Division.
- Perform any other related duties as assigned.

### C. Authorities

The Director, External Affairs and Communication has the authority to:

- Advise the Board & Executive and Management on all corporate communications relates matters.
- Implement policies that have been approved by the Chief Executive Officer.
- Foster collaboration with IOSCO and other regional and international organizations as they relate to the work of the Commission with a view to strengthening the Commission's presence internationally.
- Represent the Commission on international issues related to securities.
- Organise and direct the work activities of the External Affairs and Communication Division.
- Provide oversight over the performance of the staff of the External Affairs and Communication Division.

#### D. Minimum Qualifications and Experience

- Bachelor's Degree in Communication, Marketing, Public Relations, International Relations, or a related field.
- Master's Degree or post graduate qualifications in the above-mentioned disciplines or related field will be an asset.
- Eight (8) years' experience in a related discipline.
- Five (5) years' experience in 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 Corporate and Crisis Communication skills</li><li>• International Business Awareness</li><li>• Knowledge of the securities and capital Market</li><li>• Organizational planning and execution skills</li><li>• Budgeting skills</li><li>• People Management skills</li><li>• International Business Awareness</li><li>• Intercultural skill</li><li>• Excellent written and verbal communications and presentation skills</li><li>• Excellent message/programme development skills</li><li>• Ability to multitask and meet aggressive deadlines</li><li>• Event Management skills</li><li>• Knowledge of digital and online media communication techniques.</li></ul>	<ul style="list-style-type: none"><li>• Integrity</li><li>• Team Leadership</li><li>• Initiative / Drive</li><li>• Team oriented/cooperation</li><li>• Customer oriented</li><li>• Achievement oriented</li><li>• Strategic orientation</li><li>• Analytical and conceptual thinking</li><li>• Relationship management</li><li>• Ability to have impact and influence</li><li>• Emotional Intelligence</li></ul>

## F. Key Contacts

- **Internal:** Chief Executive Officer, Deputy Chief Executive Officer, General Counsel, Heads of Division.
- **External:** International Associations, other regulators and stakeholders, Media Bodies and Consultants.

**Monthly Salary Range: TT\$31,000 - TT\$38,000**

**All applications should be forwarded under confidential cover and addressed as follows:**

**Vacancy – Director, External Affairs and Communication**

**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 July 31, 2025.***

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