



STAFF RECRUITMENT

The Trinidad and Tobago Securities and Exchange Commission (“the Commission”) invites applications for the following six-month contract position:

STRATEGIC COORDINATOR IN THE OFFICE OF THE DEPUTY CHIEF EXECUTIVE OFFICER

A. Job Summary

The Strategic Coordinator will assist the Deputy Chief Executive Officer (DCEO) in progressing strategic matters as assigned.

B. Responsibilities / Accountabilities

- Conduct research and assessments of strategic and operational matters;
- Progress and monitor the completion of strategic tasks;
- Monitor task management and completion of tasks to identify areas of lack of productivity;
- Conduct research on the development of possible options to improve divisional/departmental efficiencies;
- Conduct assessment meetings with divisions and departments; and
- Perform any other job-related tasks as assigned by the DCEO.

C. Minimum Qualifications and Experience

- Bachelor’s Degree in Project Management, Business or related field.
- Post Graduate qualifications in Project Management, Business or a related field will be an asset.
- 5 years’ professional experience related to project or programme management.
- Any other equivalent combination of education, training and experience would be considered.

D. Competencies

Technical Competencies:	Behavioural Competencies:
<ul style="list-style-type: none"> • Ability to analyse an organisation’s goals and objectives • Ability to create, implement and use project management tools • Ability to apply innovative thinking to problem solving • Research skills • Sound written and oral communication skills 	<ul style="list-style-type: none"> • Integrity • Teamwork / Cooperation • Initiative / Drive • Customer Orientation • Result Orientation • Strong Analytical Skills • Interpersonal Skills

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| • Proficiency in Microsoft Office Suite | |
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E. Key Contacts

Internal: All Divisional/Departmental Heads

External: As instructed by the Deputy Chief Executive Officer

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

Vacancy – Strategic Coordinator

The 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

Applications should arrive no later than November 23, 2021

Only shortlisted candidates will be contacted