



OFFICE OF THE PRIME MINISTER
13-15 ST. CLAIR AVENUE, ST. CLAIR
NEWTOWN 190126
REPUBLIC OF TRINIDAD AND TOBAGO

Applications are invited from suitably qualified nationals of the Republic of Trinidad and Tobago, for employment on contract in the Policy Research and Planning Division, Office of the Prime Minister for various periods.

SENIOR POLICY SPECIALIST

(on terms and conditions to be determined by the Chief Personnel Officer)

JOB SUMMARY

To provide the necessary technical support to the Permanent Secretary and other Managers in the development, implementation and evaluation of policies relevant to the Office of the Prime Minister in an efficient and effective manner.

DUTIES AND RESPONSIBILITIES

- Establishes a framework for policy formulation, implementation and review.
- Identifies the key parties, interest groups or individuals involved in policy related issues and who will be most affected.
- Establishes policy evaluation criteria.
- Monitors implemented policies.
- Consults with relevant stakeholders in the preparation of policy documents.
- Monitors and evaluates the status of policy implementation and initiates the process for revision as may be necessary.
- Represents the Office of the Prime Minister at meetings, and conferences which require the policy input.
- Maintains an updated database of policies with relevance to the Office of the Prime Minister.
- Prepares policy briefs to support the revision of legislation along with regulations relevant to the Office of the Prime Minister.
- Disseminates policy information to relevant stakeholders.
- Conducts policy training for relevant stakeholders.
- Keep abreast of international best practices related to the Office of the Prime Minister.
- Conducts research where necessary.
- Performs related duties.

KNOWLEDGE

- Knowledge of Public Service policies and practices.

SKILLS AND ABILITIES

- Effective communication skills (both oral and written).
- Policy development and analytical skills.
- Ability to use Microsoft Office Suite.
- Excellent research, analytical and problem solving skills.
- Ability to establish and maintain good working relationships with both public and private sector agencies.
- A demonstrated ability to work both independently and as a dedicated member of a team.

MINIMUM EXPERIENCE AND TRAINING:

- A post graduate degree in Public Administration, Management, Social Sciences or any relevant field.
- At least five (5) years' experience in policy development, implementation, monitoring and evaluation.
- Project management certification will be an asset or any combination of qualifications and experience.

SUBMISSION OF APPLICATIONS:

All applications with supporting Curriculum Vitaé, photocopies of relevant Academic Qualifications and the Names of two (2) Referees must be submitted in hard copy format (no E-mails), should be addressed to:

**Permanent Secretary to the Prime Minister
Office of the Prime Minister
13-15 St. Clair Avenue, St. Clair
Newtown 190126
Attention: Acting Deputy Permanent Secretary**

Deadline date for submission of suitably qualified nationals of the Republic of Trinidad and Tobago, for employment on contract in the Policy Research and Planning Division, Office of the Prime Minister is, Monday, November 15, 2021.

**UNSUITABLE AND INCOMPLETE APPLICATIONS
WILL NOT BE ACKNOWLEDGED**

FOR FURTHER INFORMATION: KINDLY CALL 622-1625 EXTENSION 4143