



PERMANENT MISSION OF THE REPUBLIC OF TRINIDAD AND TOBAGO TO THE UNITED NATIONS, NEW YORK

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position at the Permanent Mission of Trinidad and Tobago to the United Nations in New York:

DOCUMENTS OFFICER

The incumbent will perform duties that are within the scope of the secretarial, clerical and information management fields.

Responsibilities:

- Filing all incoming correspondence on relevant files.
- Opening new files and Maintenance of all current files
- Maintains a list of all Closed Files and makes request for retrieval from storage
- Handling requests for documentation on both current and non-current files.
- Circulation of correspondence and requests for copies for correspondence.
- Assist in preparing diplomatic bags for dispatch to head office (including checking and putting together official correspondence, and registering said correspondence for the pouch).
- Prepare Airway Bill for the Diplomatic Bag
- Sorting, distribution and periodic weeding of United Nations documents
- Record and circulate all documents received in library
- Shelving of books and periodicals and their systematic weeding
- Ordering U.N. documents, books and periodicals for Home Base Staff
- Maintaining library
- Perform additional duties as assigned.

Minimum experience and training:

- Training as evidenced by the possession of an Associate Degree or any equivalent combination of experience and training.
- Knowledge of government policies and procedures in a similar or related field in the Public Service or Diplomatic Mission;
- Basic project management knowledge and skills will be an asset.

Competencies:

Psychomotor Skills-

- Proficiency at intermediate level to use Microsoft Office (Word, Excel, Access and Power Point).

Cognitive Skills-

- Basic knowledge of documentation standards and acceptable presentation styles with regard to typing reports, briefing documents, memorandum, letters or UN documents.
- Knowledge of an official's rank and the required protocol that should be given to the person in an official or social context.
- Ability to grasp problems and to think and to act quickly.

- Knowledge and understanding of the Permanent Mission's vision including its objectives at the United Nations and for Trinidad and Tobago.

Communication Skills-

- Ability to communicate effectively
- High Proficiency in English Language

Organizational Skills-

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing tasks
- Foresees risks and allows for contingencies when planning
- Uses time efficiently
- Assist with coordinating and planning events

Behavioural Skills-

- Ability to multitask, work independently and consistently with the capacity to handle tasks with accuracy and speed whilst maintain a friendly and courteous image to all internal and external stakeholders within a fast paced environment where you will be required to meet timelines/deadlines.
- Ability to listen with attention and communicate or provide feedback effectively orally and in writing with clarity, brevity and quality.
- Ability to establish and maintain effective working relationships with associates and stakeholders
- Ability to adapt readily and work effectively under a variety of different conditions, including with different people, situations and groups.
- Ability to be discreet in all matters related to the assignment, including confidential information seen or heard.

Additional Requirements:

- You must be legally authorized to work in the United States of America.
- Certificate of character/good conduct obtained within the last six (6) months to be presented on/before the date of assumption of duty.

Salary Range: USD\$1,510.00-USD\$1,670.00/fortnight

Benefits:

- 15 days paid vacation annually, 21 days from 5th year of service
- 14 days of sick leave
- Possibility to subscribe to group health plan

Applications must be submitted along with copies of relevant certificates and identification card by
22 January 2020 to:

Head of Chancery
Permanent Mission of Trinidad and Tobago to the United Nations, New York
633 Third Avenue, New York, NY 10017

OR

tmission@trinbago.org

Unsuitable/late applications would not be acknowledged