



Career Opportunities

Applications are invited from suitably qualified persons to fill the following positions on contract:

Deputy Programme Director **Trinidad and Tobago Diamond Division**

The Deputy Programme Director is responsible for supporting the Director in the delivery of the Trinidad and Tobago Diamond Standard Programme throughout the Public Sector. The incumbent's responsibilities involves leading, planning, organising, coordinating and evaluating the activities of the professional and administrative officers engaged in the design, implementation and monitoring of continuous improvements in service delivery in the Public Sector. The Division's activities must be performed in a manner that reflects productive and positive leadership and, the exercise of initiative within the framework of established policies and procedures of the Public Service.

Assessment Specialist **Trinidad and Tobago Diamond Division**

The Assessment Specialist is responsible for supporting the Trinidad and Tobago Diamond Standard Programme in the successful execution of its activities. The primary role of the incumbent will be to effectively manage and implement the Diamond Division's Assessment and Accreditation activities. The incumbent will also actively monitor, analyse and report on the progress of the initiative to internal and external stakeholder at minimum on a monthly basis.

Service Improvement Specialist **Trinidad and Tobago Diamond Division**

The Service Improvement Specialist will be required to assist in the execution of the Trinidad and Tobago Diamond Standard Programme. The primary role of the incumbent will be to manage and implement the Diamond Division's Service Improvement activities. The incumbent will also actively monitor, analyse and report on the progress of the initiative.

Human Resource Management System Designer **Strategic Human Resource Management Division**

The Human Resource Management System Designer is required to act as senior advisor to the Ministry on Public Service wide Human Resource Management (HRM) transformation policies, strategies and programmes, with a focus on one or more specialist areas - HRM Legislation and Policies; HR and Organisational Planning; Recruitment and Selection; Human Resource Development; Compensation and Employee Relations Management; Human Resource Information Systems; Integrated Projects in Pilot Agencies. The incumbent is also responsible for coordinating the development and implementation of HRM and Organisational Development strategies that promote and facilitate a high performing culture.

Assistant Human Resource Management System Designer **Strategic Human Resource Management Division**

The Assistant Human Resource Management System Designer is required to work as part of a team providing advice to the Ministry on the renewal and modernisation of the Human Resource Management (HRM) Architecture of the Public Service. The incumbent is also required to engage in the development and design of HRM systems in a specialist area of HRM such as: HRM Legislation and Policies; HR and Organisational Planning; Recruitment and Selection; Human Resource Development; Compensation and Employee Relations Management; Human Resource Information Systems; Integrated Projects in Pilot Agencies.

Persons who applied for any of the positions before via GHRIS are encouraged to update their applications on-line.

To apply online and to view the descriptions of these positions please visit <http://careers.ghrs.gov.tt>

Application forms must be fully completed. Only applications received by the closing date will be considered.

Unsuitable applications will not be acknowledged.

Interested persons can register and apply online or application forms may be collected from and submitted to:



Level 2, 6 & 6A Saddle Road, Maraval. Phone: 629-4477

DEADLINE DATE:
January 27, 2016