



**Republic of Trinidad and Tobago  
MINISTRY OF PUBLIC ADMINISTRATION**

**VACANCY NOTICE**

**Applications are invited from suitably qualified persons to fill the following position, on contract, in the Scholarships and Advanced Training Division.**

**Coordinator Strategic Business Unit**

**POSITION SUMMARY**

The Coordinator, Strategic Business Unit, is required to assist the Director of SATD with the development, coordination and implementation of the Division's strategies. The incumbent must also contribute to the development and management of human resource development programmes necessary for the fulfillment of the strategic objectives of the organization.

**DUTIES AND RESPONSIBILITIES**

- Drafts policies which would guide and direct the operations and administration of the work of the SATD.
- Establishes critical networks with universities, donor agencies and other technical assistance agencies for the offer and execution of awards.
- Establishes networks with public and private sector agencies for the employment of scholars.
- Represents the Division at departmental meetings and serves as the Ministry's/Department's representative at meetings with external agencies.
- Provides professional and technical advice on problems that are likely to arise determines the appropriate methodology to be adopted and establishes a time frame for the delivery of assignments.

**MINIMUM EDUCATION AND EXPERIENCE**

- A recognized degree in Human Resource Management with courses in human resource development, project planning, compensation management and human resource training.
- Post Graduate Training in Human Resource Development or Human Resource Management.
- At least five (5) years' experience in Human Resource Management, development and training or a combination of equivalent experience.
- Experience with the use of the Microsoft Office Suite and Web-based applications.

**SUBMISSION OF APPLICATIONS**

If you are interested in this job, please apply [here](#).