



The Trinidad and Tobago Coalition of Services Industries (TTCSI) is seeking to recruit a suitable individual to fill the post of Manager

DISTINGUISHING FEATURES OF WORK

The Manager will be responsible for the effective and efficient management of the overall operations of the TTCSI and in particular its finance and portfolio.

The selected candidate is responsible for:

- Formulating policy recommendations for consideration of the Board of Directors and executing such policy on approval or as directed;
- Promoting trade in services locally, regionally and internationally
- Research and development for the TTCSI
- Prepares and presents draft annual budgets for consideration by the Board of Directors.
- Attends meetings of the Board of Directors.
- Advises the Board of Directors on strategic measures to be taken to protect the TTCSI's interest.
- Responsible for training, development, deployment of staff and discipline.
- Ensures that decisions of the Board are carried out within established/recommended time frames.
- Continually reviews the financial performance of the TTCSI and its business ventures and recommends appropriate changes for improvement.
- Pursues the interest of the TTCSI by securing and maintaining linkages with other Coalitions and all stakeholders

QUALIFICATIONS AND EXPERIENCE

- First Degree in Management with knowledge of research/marketing, finance and trade or a similar combination of qualifications and training
- A minimum of five years managerial experience
- Efficient in the use of Microsoft Office Suite

CHARACTERISTICS OF IDEAL CANDIDATE

- Must be able to work independently
- Ability to exercise mature judgement and discretion in making difficult job decisions and in interpreting policies and procedures.
- Must be able to communicate orally and through writing effectively
- Ability to develop and maintain effective working relationships TTCSI stakeholders, especially other employees, TTCSI members and the public.

TERMS AND CONDITIONS OF EMPLOYMENT

The post is of a contract nature – three (3) years and the terms and conditions are to be agreed upon with the Board of Directors.

SUBMISSION OF APPLICATION

Applications should reach the Chairman of the HR Committee by confidential email and submitted to ttcsihr@gmail.com on or before 2.00 p.m. on November 30, 2017. Unsuitable applications will not be acknowledged.