

Ref #: A025



## Government of Trinidad and Tobago

### **JOB DESCRIPTION** **CONTRACTUAL POSITION**

#### **JOB TITLE: SPEECH WRITER/ RESEARCHER**

#### **JOB SUMMARY:**

The incumbent is required to conduct in-depth research and prepare, write and edit executive and other speeches, releases, articles, letters and other communication documents for use by the Ministry/Department. Duties involve researching material for writing assignments; submitting assignments within agreed timelines and ensuring relevance and currency of content.

#### **REPORTS TO:**

Head – Corporate Communications or designated officer

#### **SUPERVISION GIVEN TO:**

N/A

#### **DUTIES AND RESPONSIBILITIES:**

- Writes, edits and prepares a range of documents including speeches, feature addresses, speaking notes, briefs, messages, letters, releases, PowerPoint presentations, articles and other communications documents.
- Researches the materials required for the writing and editing of all speeches/communications documents and provide input for the analysis required for the development, implementation, review and evaluation of new and existing policies.
- Sources information-related issues in reports (local, regional and international), the electronic print and other media at libraries and other archives for reference and record keeping purposes.
- Submits speeches and other communications documents within timelines given.
- Reviews speeches and other communications documents to ensure that information is relevant, up to date and addresses national and other issues as required.
- Maintains indexed archive file of all speeches/communication documents.
- Performs other related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **KNOWLEDGE:**

- Knowledge of New Media.
- Knowledge of media issues, social marketing theory and practice, communications strategies and behavioural sciences.
- Knowledge of marketing, public relations, advertising, promotion and other communications methods.
- Knowledge of modern techniques of news gathering and release.

	<ul style="list-style-type: none"> <li>▪ Knowledge of current theories and practices in communication research, planning and strategy, and the role of mass media.</li> <li>▪ Knowledge of Video Production.</li> <li>▪ Knowledge of the Constitution of The Republic of Trinidad and Tobago.</li> <li>▪ Knowledge of the organisational structure of the Government of Trinidad and Tobago.</li> <li>▪ Knowledge of protocol procedures.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>▪ Proficiency in the use of Microsoft Office Suite.</li> <li>▪ Skill in the use of personal computers.</li> <li>▪ Skill in conducting research and in conceptual and analytical thinking.</li> <li>▪ Skill in writing and editing, including a strong command of English.</li> <li>▪ Ability to use e-Government technology platforms.</li> <li>▪ Ability to use the internet for research purposes.</li> <li>▪ Ability to analyze and synthesize data from a wide variety of sources, and summarize in a clear and concise manner.</li> <li>▪ Ability to pay close attention to detail.</li> <li>▪ Ability to exercise diplomacy and tact in interacting with others.</li> <li>▪ Ability to handle multiple assignments simultaneously.</li> <li>▪ Ability to meet strict deadlines.</li> <li>▪ Ability to establish and maintain effective working relationships with internal/ external partners.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>▪ Minimum of 4 years' experience in Mass Communications or Public Relations or a related area, with an emphasis on performing writing and editing duties for senior managerial/executive personnel.</li> <li>▪ Training as evidenced by a recognised University Degree in Communications Studies or in a related field or a post graduate Diploma in a related field.</li> </ul>	