

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.
- ✦ Knowledge of current theories and practices in communication research, planning and strategy, and the role of mass media.
- ✦ Knowledge of Video Production.
- ✦ Knowledge of the Constitution of The Republic of Trinidad and Tobago

	<p>Tobago.</p> <ul style="list-style-type: none"> ▪ Knowledge of protocol procedures.
<p>SKILLS AND ABILITIES:</p>	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Skill in conducting research and in conceptual and analytical thinking. ▪ Skill in writing and editing, including a strong command of English. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the internet for research purposes. ▪ Ability to analyze and synthesize data from a wide variety of sources, and summarize in a clear and concise manner. ▪ Ability to pay close attention to detail. ▪ Ability to exercise diplomacy and tact in interacting with others. ▪ Ability to handle multiple assignments simultaneously. ▪ Ability to meet strict deadlines. ▪ Ability to establish and maintain effective working relationships with internal/ external partners.
<p>MINIMUM EXPERIENCE AND TRAINING:</p>	
<ul style="list-style-type: none"> ▪ 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. ▪ 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. 	