

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:	<ul style="list-style-type: none"> ▪ 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. ▪ Knowledge of the organisational structure of the Government of Trinidad and ▪ Knowledge of protocol procedures.
SKILLS AND ABILITIES:	<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.
MINIMUM EXPERIENCE AND TRAINING:	
<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. 	