



TOBAGO HOUSE OF ASSEMBLY

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE:	HUMAN RESOURCE DEVELOPMENT OFFICER I (Advisory and Placement Unit)
JOB SUMMARY:	
An incumbent is assigned the responsibility of executing the functional responsibility of the Advisory and Placement Unit, as assigned by the Supervisor in charge of the Unit	
REPORT TO:	Human Resource Development Officer II, Director, Department of Advanced Training and Advisory Services
SUPERVISION GIVEN TO:	Designated members of staff
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> Disseminate information on scholarships, non-traditional grants and bursaries (traditional financial assistance), using various media. Assist with the design and production of brochures and other promotional material on the services provided by DATAS for distribution to a range of audiences. Assist with the staging and/or facilitation of career fairs and the like. Provide guidance to prospective applicants and applicants for scholarships, non-traditional grants and bursaries on the application process. Assist in the design and implementation of strategies for the placement of returning and returned awardees in both the public and private sectors, commensurate with their qualifications, experience and competencies. Assist with follow-up action on breaches in contract agreement by awardees. Assist in the generation of reports and other documents as required. Update databases, client tracking and report generation mechanisms. Prepare reports and perform other duties as required. 	
KNOWLEDGE, SKILLS AND ABILITIES:	
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of principles and practices of various functional areas of human resource management.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to analyse data and make appropriate recommendations. Ability to communicate effectively both orally and written. Ability to work cooperatively within a team.

	<ul style="list-style-type: none"> • Ability to prepare comprehensive reports. • High level of confidentiality and respect for authority. • Ability to follow guidance and policies.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> • Undergraduate degree in Human Resource Management, Business Management or an equivalent field. • Accounting experience as evidenced by Certification or at least one year experience in the accounting field. • Strong knowledge of Microsoft Office Applications. 	



TOBAGO HOUSE OF ASSEMBLY

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE:	HUMAN RESOURCE DEVELOPMENT OFFICER I (Selection and Support Unit)
JOB SUMMARY:	
An incumbent is assigned the responsibility of executing the functional responsibility of the Selection and Supporting Unit, as assigned by the Supervisor in charge of the Unit.	
REPORT TO:	Human Resource Development Officer II, Director, Department of Advanced Training and Advisory Services
SUPERVISION GIVEN TO:	Designated members of staff
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none">• Provide guidance to applicants for scholarships, non-traditional grants and bursaries on completing the application form.• Receive, check and process all applications for scholarships and bursaries, and to ensure accuracy and validity of information thereon.• Notify successful applicants on their application outcome.• Further process successful applications, including the preparation and signing of contracts, and the provision of support services to facilitate awardee study at their chosen institution, including but not limited to letters of support for visa application and the payment of all applicable fees.• Monitor and evaluate awardees' academic and other performance related factors during their period of study.• Notify Supervisor of returning awardees' their period of obligatory service and other relevant contract details, as early as practicable.• Notify Supervisor of perceived breaches in contract agreement by awardees.• Maintain database, client tracking and report generation mechanisms.• Prepare reports and performs other duties as required.	
KNOWLEDGE, SKILLS AND ABILITIES:	
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of principles and practices of various functional areas of human resource management.

SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to analyse data and make appropriate recommendations. • Ability to communicate effectively both orally and written. • Ability to work cooperatively within a team. • Ability to prepare comprehensive reports. • High level of confidentiality and respect for authority. • Ability to follow guidance and policies.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> • Undergraduate degree in Human Resource Management, Business Management or an equivalent field. • Accounting experience as evidenced by Certification or at least one year experience in the accounting field. • Strong knowledge of Microsoft Office Applications. 	