



STAFF RECRUITMENT

The Trinidad and Tobago Securities and Exchange Commission invites applications to fill one (1) permanent position of:

MANAGER, POLICY RESEARCH AND PLANNING IN THE POLICY RESEARCH AND PLANNING DEPARTMENT

A. Job Summary

The incumbent is responsible for the management of all research and specific planning activities of the Commission. These include conducting relevant research and analysis of the capital markets, local and international economies, securities legislation and all other associated matters.

B. Responsibilities/Accountabilities

- Provides direction and oversight of all research activities in the Commission.
- Develops the work programme for the Department including and not limited to the establishment of controls, milestones, policies and procedures for research projects.
- Analyses and prepares reports on economic trends and developments in both domestic and international capital markets and securities regulation
- Conducts and publishes research on market structures, products, services and developments.
- Conducts research on and develops policy matters that may arise within the operational Divisions.
- Interprets, analyses and presents the results of research projects and recommendations that are based on sound data verification, validation and data integrity.
- Contributes to the development, publication and dissemination of publications and documents to the public within the framework of the investor education programme.
- Oversees/prepares reports as required and ensures compliance with statutory submission requirements.
- Ensures that proper systems are implemented to track all data requests and requirements.
- Manages the day to day operations of the Department.
- Provides direction to the Department's staff by assigning and supervising designated projects and implementing practices to improve quality work standards to increase the department's level of productivity.
- Performs other job related duties as required.

C. Authorities

The incumbent in the position of Manager, Policy Research & Planning, has the authority to:

- Advise the Board & senior executive, senior management and staff on all policy related matters.
- Implement policies that have been approved by the Board as directed by the CEO.
- Organise and direct the work activities of the Policy, Research & Planning Team.
- Issue verbal and written warnings to members of the Policy, Research & Planning Team.
- Conduct the performance appraisal of the Policy, Research & Planning Team.
- Represent the Commission at meetings with external stakeholders.

D. Minimum Qualifications and Experience

- Bachelor's Degree in Finance, Accounting/Economics /Management/Business related field
- A Master's Degree in Economics/Finance or equivalent post-graduate degree in a related area with a strong theoretical background in statistics will be an asset.
- A minimum of 7 years' experience in research and analysis in the areas of Economics, Management and/or Finance
- A minimum of 5 years of managing staff at a professional level
- Any relevant combination of education, training and experience will be considered.

E. Competencies

Technical Competencies: <ul style="list-style-type: none">• Strong background and expertise in applied macro- and micro-economics.• Knowledge of factors affecting local and international economies and capital markets• Knowledge of research models• In-depth understanding of the operations affecting Securities Industries• Extensive understanding of the finance system and principles• Excellent research skills• Planning, organising and budgeting	Behavioural Competencies: <ul style="list-style-type: none">• Integrity• Team Leadership• Customer Orientation• Achievement Orientation• Strategic Orientation• Analytical and conceptual thinking• Impact and influence skills• Relationship building
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F. Key Contacts

- Internal: Chief Executive Officer, Deputy Chief Executive Officer, General Counsel, Heads of Divisions
- External: Central Bank of Trinidad and Tobago, Regulators, Trinidad and Tobago Stock Exchange, Banks, Media, Universities and Governmental Organisations

All applications should be forwarded under confidential cover and addressed as follows:

Vacant Position: Manager, Policy Research and Planning

The Chief Executive Officer

Trinidad and Tobago Securities and Exchange Commission
57-59 Dundonald Street
Port of Spain

email address: vacancies@ttsec.org.tt

Applications should arrive no later than **Friday March 29, 2019**

Only shortlisted candidates will be contacted.