

POSITION DESCRIPTION

Job Title:	Director, International Affairs
Ministry:	Ministry of National Security
Unit:	International Affairs Unit
Reports to:	Permanent Secretary, Ministry of National Security
Supervising:	Deputy Director, International Affairs, International Affairs Legal Specialist, Business Operations Assistant II

Summary: The Director, International Affairs advises the Minister of National Security on all bilateral, regional and international security affairs. She/he manages the activities of the International Affairs Unit, as well as, international and regional threats, Human Trafficking, Terrorism, Cyber Attacks, Climate Change and Diseases.

Duties and Responsibilities:

- Advises the Minister (and Executive Leadership) of the Ministry of National Security, on all regional, hemispheric, and international security affairs, as well as, international and regional, Human Trafficking, Terrorism, Cyber Attacks, Climate Change and Diseases.
- Provides information, advice and recommendations on security policy matters.
- Provides objective, independent advice on international issues to the Minister of National Security.
- Monitors and advises on regional and international trends in terrorism, drug trafficking and other transnational organised criminal activities.
- Vets all documents and briefs relating to regional, hemispheric and international security affairs.
- Establishes and maintains a strategic relationship with the national, regional and international agencies/entities responsible for regional and international security issues.
- Represents the Ministry of National Security at regional and international meetings.

- Serves as a Member of the Executive Leadership and Management Team of the Ministry of National Security.
- Represents the Ministry of National Security on the CARICOM Security Policy Advisory Committee (SEPAC).
- Serves as a Member of the technical team of the CARICOM Resource Mobilisation Sub-Committee.
- Oversees the work of the Office of the International Organization of Migration in Port of Spain.
- Establishes cooperative and collaborative relationships between and among all regional, hemispheric, and international partners.
- Establishes and maintains a sound international security affairs data base, within the International Affairs Unit.
- Supervises and appraises the staff of the International Affairs Unit and recommends training.
- Other related duties.

**Knowledge,
Skills & Abilities:**

- Ability to plan, organize, direct and coordinate the activities of the Unit.
- Ability to evaluate international security problems and provide leadership.
- Excellent managerial skills and judgement, able to manage and coordinate multilevel projects.
- Skill in negotiation, mediation and arbitration.
- Ability to collaborate with senior national security, diplomatic and government counterparts.
- Proficiency in the use of Microsoft Office Suite.
- Ability to maintain confidentiality.
- Ability to communicate effectively.
- Proficiency in a foreign language (Spanish or French).
- Excellent interpersonal skills.

- Excellent communication (verbal and written), analytical, critical thinking skills.
- Experience in Research and/or Governance issues will be an asset.

**Qualifications
& Experience:**

- Masters of Science degree or any equivalent combination of training and/or experience from a recognized university, in International Relations, Law, Economic Trade, Politics or other closely related field.
- BSc. in Social Sciences with minor in International Relations or related discipline.
- Minimum of eight (8) years' professional experience at a senior management level.
- Minimum of five years' experience working in an international affairs or national security environment.
- Proficiency in a foreign language (Spanish or French), would be an asset but not necessary.
- Excellent interpersonal skills.
- Excellent communication, analytical and critical thinking and writing skills.
- Excellent verbal and written communication skills.
- A working understanding of Political Research will be an asset.