

<p>Government of Trinidad and Tobago</p> <p><b><u>JOB DESCRIPTION</u></b></p> <p><b><u>CONTRACTUAL POSITION</u></b></p>	
<b>JOB TITLE:</b> Deputy Director and National Coordinator for Preventing and Countering Violent Extremism (P/CVE)	
<b>JOB SUMMARY:</b>	
<p>The Deputy Director and National Coordinator for Preventing and Countering Violent Extremism (P/CVE) will:</p> <ol style="list-style-type: none"> <li>a. function as the Deputy Director of the Counter-Terrorism Unit;</li> <li>b. be responsible for the coordination of national P/CVE efforts;</li> <li>c. provide oversight of the operations and activities of the Returnee Assessment;</li> <li>d. be responsible for the Care and Protection Facility;</li> <li>e. be responsible for the implementation and delivery of the De-radicalization, Rehabilitation, Re-integration and Monitoring programs for persons housed at the Care and Protection Facility.</li> </ol> <p>Additionally, the Deputy Director and National Coordinator for P/CVE will assist the National Director (Director) in the conduct of his/her duties and represent the Director at national, regional, and international meetings. The Deputy Director in his/her dual role of National Coordinator for P/CVE will assist the National Director in implementing the Draft National Plan for Preventing and Countering Violent Extremism. The incumbent will be responsible for the National Awareness Campaign for the P/CVE.</p> <p>The Deputy Director and National Coordinator for P/CVE is also responsible for supporting the Director with the oversight of the maintenance of the currency and viability of the National Counter-Terrorism Response Capacity at the strategic, operational, and tactical levels through the building, strengthening, and integrating of interagency capabilities, the annual exercising of the National Counter-Terrorism Operations Plan, and the development, coordination and conduct of validation exercises. The incumbent will be responsible for developing, coordinating, and supervising the annual National Counter-Terrorism training schedule in conjunction and collaboration with all the relevant key stakeholders and international partners where applicable.</p>	
<b>REPORTS TO:</b>	National Director for Counter-Terrorism
<b>SUPERVISION GIVEN TO:</b>	Programme Manager, Returnee Assessment, Care and Protection Facility and Staff assigned including social workers, psychologists, communications specialists, and administrative staff.

## **DUTIES AND RESPONSIBILITIES:**

- Assists the Director in implementing the National Plan for Preventing and Countering Violent Extremism.
- Assists the Director with the oversight and maintenance of Trinidad and Tobago's National Counter-Terrorism Response Capability.
- Contributes to the refinement, harmonization and synchronization of all agencies, units, and elements at the strategic, operational, and tactical levels for the coordination of a national response to a terrorist incident.
- Develops and implements a work plan in consultation with the Director, identifying and analyzing gaps in the National Counter-Terrorism Response capability and conceptualizes and recommends the strategies and mechanisms to close these gaps.
- Contributes to the scheduling of interagency exercises for the validation and maintenance of currency and viability of the National Counter-Terrorism Operational Plan.
- Assists with the strategic review of the National Counter-Terrorism Strategy.
- Assists with the strategic review of the National Counter-Terrorism Operational Plan.
- Deputizes for the Director in his/her absence.
- Responsible for oversight of the Assessment, Care, Support and Protection Facility for Persons Entering/Returning from Conflict Zones.
- Attends relevant meetings, workshops, conferences and training sessions, and other events related to Counter-Terrorism.
- Assists with research and analyzes sources of data on national and international trends and patterns of terrorist incidents.
- Assists the Director in the consideration and recommendation of appropriate National Counter-Terrorism policies that considers the complexities of technological developments.
- Assists in preparing briefs, speeches and other documents related to Counter-Terrorism issues.
- Undertakes the creation and maintenance of a database of confirmed or suspected national terrorist incidents, persons of Trinidad and Tobago nationality involved in or committing terrorist acts, causes, motivations, and outcomes.
- Prepares periodic reports on the status of the Counter-Terrorism Unit's activities, projects, and programmes.
- Assist the Director to contribute to a National Watch-listing Policy including criteria for listing and delisting that is consistent with international human rights law, international refugee law, and international humanitarian law.
- Participates as a member of a Board with responsibility to give effect to the National Watch-listing Policy.
- Performs other such duties as may be assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

**SKILLS AND ABILITIES:**

- Demonstrates a clear understanding of the legal and ethical issues involved in deradicalization, rehabilitation and reintegration.
- Proven experience in a managerial position with emphasis on programmatic interventions for victims of trauma.
- Thorough understanding of the Anti-Terrorism Act Chapter 12:01.
- Thorough understanding of the Draft Returnee Bill 2023.
- Excellent knowledge of performance evaluation and change management principles.
- Excellent understanding of international human rights norms and standards, the rule of law and gender responsiveness.
- Excellent knowledge of MS Office.
- Ability to design and maintain a database as well as analyze and publish data.
- Outstanding leadership and organizational skills.
- Excellent communication and interpersonal skills.
- Excellent problem-solving and analytical skills.
- Ability to establish and maintain effective working relationships with other Public Service employees and members of Civil Society.
- Ability to engage in effective community awareness campaigns.
- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.
- Proficiency in a foreign language will be an asset.
- Strong communication, analytical and critical thinking and writing skills.
- Project management will be an asset.
- Experience in budget management and oversight.

**MINIMUM EXPERIENCE AND TRAINING**

- Master's degree in social sciences, business administration, economics, sociology, security, or any related field.
- Bachelor's degree or equivalent from a recognized university with core courses in security studies, international relations, political science, history, or languages.
- At least 7 years' experience in dealing with security matters including counter-terrorism and interagency cooperation projects in the security sector.

- Experience in managing, conducting, and advising on complex coordination, integration, and interoperability exercises and operations at the strategic and operational levels.
- Experience in Joint, Interagency, Intergovernmental, Multinational Planning and Considerations as it relates to Counterterrorism.
- At least 3 years' experience at the managerial level.  
Any equivalent combination of training and experience.

**SPECIAL REQUIREMENT**

- Must be positively vetted.
- Ability to work outside of normal working hours to include weekends and public holidays.