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[\[View file #740 online\]](#)

ARE YOU DETAIL ORIENTED, ANALYTICAL, CONFIDENTIAL,
FLEXIBLE, PASSIONATE, AND SOLUTION ORIENTED ?



DO YOU POSSESS A-LEVEL ACCOUNTING OR EQUIVALENT, 5 CXC PASSES,
STRONG MICROSOFT OFFICE SKILLS, PROBLEM SOLVING SKILLS
& 1 YEAR EXPERIENCE IN AN ACCOUNTS DEPARTMENT?

**WE'RE HIRING AN
ACCOUNTS / ADMINISTRATIVE ASSISTANT**

Applications should be submitted to:

Christine King
Group Executive Manager Human Resources
hr@bsgl.biz

Deadline: May 02nd, 2022

Only short-listed candidates will be contacted

BSG

BOSS SCRIPT

2. Cashier Vacancy - Send your email to jobs@yufes.com no later than May20th 2022

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**VACANCIES
CASHIER**

- Must have a positive attitude.
- Must be willing to work & give assistance when called upon.
- **MUST BE ABLE TO WORK ON THE WEEKENDS.**

*Please email your resume to jobs@yufes.com
no later than May 20th, 2022*

3. Coders And Programmers wanted Persons with experience in Java, JavaScript, AngularJS, Apache Tomcat and MS SQL.

Coders And Programmers wanted Persons with experience in Java, JavaScript, AngularJS, Apache Tomcat and MS SQL. Interested person please send your CV and resume to support@alliancestsl.com.d

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ALLIANCE
SOFTWARE AND TECHNOLOGY SYSTEMS LIMITED

NOW HIRING

CODERS / PROGRAMMERS

FULL STACK SOFTWARE DEVELOPER

JAVA, JAVASCRIPT, ANGULAR JS

EXPERIENCE WITH TOMCAT/APACHE, MS SQL

SEND YOUR CV AND RESUME NOW TO: SUPPORT@ALLIANCESTSL.COM

The advertisement features a blue header with the Alliance logo and company name. Below this, the text 'NOW HIRING' is prominently displayed in white on a blue background. A dark blue banner with white text reads 'CODERS / PROGRAMMERS'. The background of the lower section is black with white and colored text snippets of code, including 'ension_loaded', '"phpSysInfo r', 'properly.");', '_once APP_ROOT.' /includes/autoloader.inc.php;', 'defined('PSI_DEBUG')) {', and '/html/error_config.html");'. Three horizontal bars in green, yellow, and blue contain the text 'FULL STACK SOFTWARE DEVELOPER', 'JAVA, JAVASCRIPT, ANGULAR JS', and 'EXPERIENCE WITH TOMCAT/APACHE, MS SQL' respectively. At the bottom, a blue bar contains the contact information 'SEND YOUR CV AND RESUME NOW TO: SUPPORT@ALLIANCESTSL.COM'.

4. Customer Service Associate Vacancy - Email your resume to admin@harkness-energy.com or call 235-5332

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Customer Service Associate Vacancy - Email your resume to admin@harkness-energy.com or call 235-5332 for more information. in Bean Couva.

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NOW HIRING!

CUSTOMER SERVICE ASSOCIATE 

APPLY NOW



Send Your CV:
admin@harkness-energy.com



Call for more information
235-5332



5. Customer Service Representative (Full Time) Visit www.cvalimited.com for more information and apply today!

**Customer Service Representative (Full Time) Visit
www.cvalimited.com for more information and apply today!
Closing date - May 3rd, 2022**

Customer Service Representative (Full Time) Visit www.cvalimited.com for more information and apply today! Closing date - May 3rd, 2022

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NOW HIRING!



**CUSTOMER SERVICE
REPRESENTATIVE**

**Are you interested in joining our network of
professional healthcare providers?**

**Send your CV to cvahr@drsinn.com to apply now!
Closing date May 3rd, 2021**

6. Cutter man in La ROmain - must be muslim and experienced

Cutter man in La ROmain - must be muslim and experienced

Cutter man in La ROmain - must be muslim and experienced

[\[View file #745 online\]](#)



**WORKERS
WANTED**

cutter man wanted

must be:

-Experienced

-muslim

-Dependable

call 779-7072 to place an order

Location - #143 Southern Mian

Road La Romain

7. Delivery Drivers wanted at Metafora Transport Services

Delivery Drivers wanted at Metafora Transport Services

Delivery Drivers wanted at Metafora Transport Services

[\[View file #746 online\]](#)

**WE ARE
HIRING**

DELIVERY DRIVERS

- Male/female
- Must have a good working vehicle
- Positive attitude
- Must own a smart phone

APPLY NOW

MORE INFO

What's app 8682334072
Call 8682334072
Email info@metaforatt.com

8. Experienced Spa and Salon workers wanted. Email resume to kavitaboodram1@gmail.com Or contact 466

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THE BEAUTY PARLOUR

WE'RE HIRING

*Nail Technician
Wax Technician
Salon Supervisor*

Apply your resume at
[Kavitaboodram1@gmail.com](mailto:kavitaboodram1@gmail.com)

For more information call or message
1 (868) 466 9037



9. Pharmacist I Vacancy, Ministry of Health - Trinidad and Tobago Deadline - May 13, 2022

Pharmacist I Vacancy, Ministry of Health - Trinidad and Tobago Deadline - May 13, 2022

Pharmacist I Vacancy, Ministry of Health - Trinidad and Tobago Deadline - May 13, 2022

[\[View file #748 online\]](#)

Public Sector
Vacancies

we are
HIRING!

PHARMACIST I
Ministry of Health

DEADLINE: MAY 13, 2022

The poster includes a graphic of several purple diagonal bars on the left side and a photograph at the bottom showing five diverse individuals (three men and two women) sitting together in an office setting, smiling.

10. Sales Representative Wanted - send your Resumé to - vacancies@freeportmedtt.com - RD Global Ltd TT

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Sales Representative Wanted - send your Resumé to - vacancies@freeportmedtt.com - RD Global Ltd TT

[\[View file #749 online\]](#)





WE ARE HIRING

...

SALES REPRESENTATIVE WITH EXPERIENCE NEEDED FOR MEDICAL / LAB PRODUCTS

REQUIREMENTS

...

- ✓ **Results Driven**
- ✓ **Proven Sales Experience**
- ✓ **Must Own A Vehicle**

Kindly Email us your Resumé:
vacancies@freeportmedtt.com

11. Tobago House of Assembly Vacancies - Human Resource Analyst - closing date os 6th of May 2022

Tobago House of Assembly Vacancies - Human Resource Analyst - closing date os 6th of May 2022

Tobago House of Assembly Vacancies - Human Resource Analyst - closing date os 6th of May 2022

[\[View file #750 online\]](#)



**Tobago House of Assembly
Human Resource Contracts Unit
OFFICE OF THE CHIEF SECRETARY**

CONTRACTUAL POSITION

JOB TITLE: Human Resource Analyst

JOB SUMMARY:

The incumbent is required to perform professional work involving the implementation of Human Resource Management (HRM) policies, procedures, rules and regulations in the various functional areas of HRM in a Ministry/Department. Work includes providing HRM advice and guidance; interpreting and applying HRM policies and procedures; preparing and delivering training programmes; analysing HRM data; conducting investigations and research to inform HRM decision-making.

REPORTS TO :

Senior Human Resource Analyst or designated officer

SUPERVISION GIVEN TO:

Support Staff

DUTIES AND RESPONSIBILITIES:

- Interprets and applies HRM policies, procedures, rules, regulations, and related legislation in a Ministry/Department.
- Provides advice and guidance regarding the application of HRM policies, procedures, rules and regulations.
- Performs duties related to the staffing function of the Ministry/Department such as reviewing staffing needs, and making recommendations for recruitment and selection, appointments, promotions, transfers, discipline and leave arrangements.
- Interprets and applies the terms of collective and other agreements and other related industrial relations policies and procedures in respect of all staff.
- Identifies training needs; prepares training plans, courses and materials; delivers training in relevant areas including new employee orientation; evaluates effectiveness of training and revises as necessary.
- Evaluates and analyses training proposals submitted by training providers, ensuring appropriateness and alignment to proposed training budget; and determines/recommends the most suitable employees to attend relevant sessions.
- Conducts research into HRM and client satisfaction issues; analyses and evaluates data and makes recommendations on the application of HRM policies and procedures and/or changes to be made.
- Participates in the Ministry/Department's strategic planning and change management processes.
- Provides assistance in the performance management process in areas such as developing position descriptions and performance standards and ensuring timelines are met.
- Collects, compiles and analyses organisational and HRM data in order to provide a basis for human resource planning and the establishment and maintenance of a human resource database.
- Participates in the preparation of budgetary estimates of the HRM Division and assists in the preparation of the report on the staffing of the Ministry/Department.
- Prepares comprehensive reports; drafts Cabinet/Ministerial Notes, internal notes, circulars, memoranda, statements of evidence and arguments in respect of grievances and disputes and other documents related to human resource matters.
- Prepares and maintains relevant HRM procedural manuals, desk manuals, workflow charts, data manuals and other organisational planning tools.
- Reviews representations from employees, associations/unions and other external individuals/agencies and provides advice regarding their resolution in accordance with existing human resource management policies, procedures, related legislation and collective and other agreements.
- Conducts or arranges for investigations into human resource related complaints and grievances and recommends resolutions.
- Makes arrangements for and/or participates in meetings, both internal or with external agencies; prepares and circulates agenda, takes minutes/notes, follows up on decisions taken.
- Performs related work as required.

12. Tobago House of Assembly Vacancies - Human Resource Analyst Part 2 - closing date os 6th of May 2022

Tobago House of Assembly Vacancies - Human Resource Analyst Part 2 - closing date os 6th of May 2022

Tobago House of Assembly Vacancies - Human Resource Analyst Part 2 - closing date os 6th of May 2022

[\[View file #751 online\]](#)

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles, practices and techniques of HRM.
- Knowledge of research methodologies, principles and techniques.
- Some knowledge of government policies, procedures, rules and regulations related to HRM.
- Some knowledge of Public Service legislation, rules, regulations, policies and procedures
- Some knowledge of national labour laws and regulations; collective agreements and policies in respect of daily rated employees.
- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to analyse and evaluate data and trends in HRM and make recommendations.
- Ability to solve problems and make decisions within approved policy frameworks.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare comprehensive reports and policy briefs.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognised trade unions/associations and the public.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of two (2) years' experience performing duties in one or more of the functional areas of human resource management.
- Training as evidenced by the possession of a recognised University degree with core courses in Human Resource Management or post graduate training in HRM.

APPLICATION INSTRUCTIONS:

Please **email** your application letter, along with a detailed Curriculum Vitae and the names and contacts of two (2) references, to:

**Director, Human Resource Management Unit
Office of the Chief Secretary, Tobago House of Assembly**

ocs.recruitment@tha.gov.tt

Closing date for the receipt of all applications: **6th May 2022**

13. Tobago House of Assembly Vacancies - Information Systems Specialist - closing date os 6th of May 2022

Tobago House of Assembly Vacancies - Information Systems Specialist - closing date os 6th of May 2022

Tobago House of Assembly Vacancies - Information Systems Specialist - closing date os 6th of May 2022

[\[View file #752 online\]](#)



Tobago House of Assembly
Office of the Chief Secretary

INFOTMATION SYSTEMS DEPARTMENT

CONTRACTUAL POSITION

JOB TITLE: Information System Specialist

JOB SUMMARY:

The incumbent is required to provide technical services for software application systems of the Ministry/Department. Duties include: analysis of operational data to meet the information needs of stakeholders; assisting with the selection, design, programming and testing of software applications; supporting the enhancement of software applications; providing training to key stakeholders on specified information systems; and supervision of Technical and Support Staff as required. Depending on work assignment, the incumbent will be required to perform these duties in a specified category of software application solutions, such as: a) the business information systems of the Ministry/Department such as finance, payroll and human resource management; b) the Ministry/Department-specific information systems; c) any defined combination of business and Ministry/Department-specific information systems.

REPORTS TO:

Senior Information Systems Specialist or designated officer

SUPERVISION GIVEN TO:

Technical and Support Staff

DUTIES AND RESPONSIBILITIES:

- Develops, documents and implements changes to the operational systems based on requests for change, in accordance with change control procedures.
- Investigates operational requirements and problems and identifies opportunities for improvements in the business functions and processes of the Ministry/Department.
- Assists with the design of the information systems of the Ministry/Department, and documents the required outputs of the software using defined standards, methods and tools.
- Determines information systems requirements from users, management and stakeholders of the Ministry/Department and confirms their alignment with defined business objectives; and specifies, documents and prioritises these requirements in accordance with defined standards and practices.
- Investigates and resolves related security incidents according to defined procedures and applies and maintains specified security controls as required to maintain confidentiality, integrity and availability of the software applications of the Ministry/Department
- Analyses application data to support the reporting and operational information needs of users and other stakeholders in the Ministry/Department.
- Assists with project managing the selection, development and implementation of information systems, by undertaking activities such as the identification and mitigation of project risk, and the monitoring of costs, timescale, and resources utilised.
- Assists with the development of software tests, and with the execution of the system and acceptance testing of new or modified information systems, particularly for those areas of technical specialisation.
- Contributes to the implementation of application software releases, particularly for areas of technical specialisation, by undertaking activities such as stakeholder coordination and activity documentation.
- Identifies and resolves issues with software applications using agreed processes and procedures; supports scheduled software maintenance tasks and assists with the implementation of accepted solutions and preventative measures.
- Delivers learning activities, such as training, on the software applications of the Ministry/ Department to a variety of users and audiences.
- Keeps abreast of technical specialisations in software application selection and development, and relevant operational software products; and utilises this knowledge in performing job duties.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of software development tools, processes and techniques.
- Knowledge of project management tools and techniques.
- Some knowledge of the principles, tools and techniques required for management and control of ICT within an organisation.
- Ability to supervise technical and support staff.
- Ability to think creatively and to implement software application solutions.
- Ability to communicate effectively both orally and in writing.
- Ability to operate as part of a team.
- Ability to establish and maintain effective working relationships with colleagues and internal stakeholders.
- Ability to interact positively with members of the public and external stakeholders

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of three (3) years' experience in an area of ICT, including at least eighteen (18) months' experience in the design and development of application software.
- Training as evidenced by the possession of a recognised Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.

APPLICATION INSTRUCTIONS:

Please email your application letter, along with a detailed Curriculum Vitae and the names and contacts of two (2) references, to:

Director, Human Resource
Human Resource Management Unit
Office of the Chief Secretary, Tobago House of Assembly

ocs.recruitment@tha.gov.tt

Closing date for the receipt of all applications - 6th May, 2022

14. Tobago House of Assembly Vacancies - Manager Human Resources - Human Resource Analyst - Information Systems Specialist

Tobago House of Assembly Vacancies - Manager Human Resources - Human Resource Analyst - Information Systems Specialist - closing date os 6th of May 2022

Tobago House of Assembly Vacancies - Manager Human Resources - Human Resource Analyst - Information Systems Specialist - closing date os 6th of May 2022

[\[View file #753 online\]](#)



Tobago House of Assembly
OFFICE OF THE CHIEF SECRETARY

EMPLOYMENT OPPORTUNITIES

- Manager Human Resource
- Human Resource Analyst
- Information Systems Specialist

APPLICATION INSTRUCTIONS:

Please email your application letter along with a detailed Curriculum Vitae and the names and contacts of two (2) references to:

Director, Human Resource
Human Resource Management Unit
Office of the Chief Secretary, Tobago House of Assembly

ocs.recruitment@tha.gov.tt

Closing date for the receipt of all applications - 6th May 2022

To download a full job description, please visit our website at www.tha.gov.tt and our Facebook page (Office of the Chief Secretary)

15. Tobago House of Assembly Vacancies - Manager of Human Resources - closing date os 6th of May 2022

Tobago House of Assembly Vacancies - Manager of Human Resources - closing date os 6th of May 2022

Tobago House of Assembly Vacancies - Manager of Human Resources - closing date os 6th of May 2022

[\[View file #754 online\]](#)



Tobago House of Assembly
Human Resource Contracts Unit
OFFICE OF THE CHIEF SECRETARY

CONTRACTUAL POSITION

JOB TITLE: MANAGER- Human Resource

JOB SUMMARY:

The incumbent is required to provide overall management and coordination of the activities of professional and other support staff engaged in the provision of Human Resource Management (HRM) services in a Ministry/Department. Work includes directing the formulation and implementation of HRM strategies and programmes to support the Ministry's/Department's strategic objectives and business plan; advising on HRM, organisational and strategic issues; directing and coordinating activities such as change management, HR planning, performance management and training and development; and evaluating the HRM services provided; and effecting necessary changes.

REPORTS TO : Permanent Secretary/Head of Department
SUPERVISION GIVEN TO: Senior Human Resource Analyst (direct)
Human Resource Analysts, Officers and other support staff (indirect)

DUTIES AND RESPONSIBILITIES:

- Plans, organises, directs and coordinates the work of professional and other support staff engaged in the provision of HRM services in a Ministry/Department.
- Directs the formulation of HRM strategies and the development of HRM programmes and projects to support the Ministry's/Department's strategic objectives and business plan.
- Participates in and/or leads the strategic planning process for the Ministry/Department and coordinates HR planning, organisational transformation and change efforts of the Ministry/Department.
- Provides advice on complex HRM issues, organisational problems and strategic issues.
- Directs and coordinates staff engaged in monitoring and evaluating staffing levels.
- Develops Human Resource staffing plan for the Ministry/Department, monitors its implementation and ensures that appropriate guidance is provided to divisional managers in order that workforce needs of the Ministry/Department are met.
- Directs the conduct of research activities to evaluate the effectiveness and efficiency of the HRM and client service provided and recommends necessary changes.
- Directs the development, implementation and evaluation of the Ministry's/Department's training plans. Serves as a resource person at courses, seminars and workshops on HRM.
- Directs and participates in the preparation of the budgetary estimates of the HR Division and ensures that expenditure is in accordance with financial guidelines.
- Reviews and analyses reports, proposals, draft Cabinet/Ministerial Notes, circulars and other documents in order to assess quality and accuracy of content and makes appropriate recommendations.
- Prepares the more complex Cabinet/Ministerial Notes, internal notes and other documents.
- Participates in or presides over meetings and discussions with representatives of Ministries/Departments, recognised associations/unions in respect of negotiations, grievances and other matters related to HRM.
- Represents the Ministry/Department on committees and at meetings and other fora.
- Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of the principles, practices and techniques of HRM.
- Extensive knowledge of government policies, procedures, rules and regulations related to HRM.
- Considerable knowledge of Public Service legislation, rules, regulations and policies.
- Considerable knowledge of national labour laws, and regulations; collective and other agreements and policies in respect of daily rated employees.
- Considerable knowledge of principles and techniques of strategic planning and project management.
- Knowledge of research methodologies, principles and techniques.
- Skill in the use of Microsoft Office Suite.
- Ability to use the internet for research purposes.
- Ability to plan, organise, direct and coordinate the work of professional and other support staff engaged in the provision of HRM services in a Ministry/Department.
- Ability to interpret policies and procedures to identify work problems and direct staff to their solutions.
- Ability to provide leadership and vision.
- Ability to analyse and evaluate data and trends and make appropriate recommendations.
- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to solve complex problems and make decisions within approved policy frameworks.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognized associations/unions and the public.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of eight (8) years' experience performing duties in one or more of the functional areas of human resource management, including at least four (4) years at a management/supervisory level.
- Training as evidenced by a recognised University degree with core courses in HRM or a post graduate Diploma in HRM.

APPLICATION INSTRUCTIONS:

Please email your application letter, along with a detailed Curriculum Vitae and the names and contacts of two (2) references, to:

Director, Human Resource Management Unit
Office of the Chief Secretary, Tobago House of Assembly

ocs.recruitment@tha.gov.tt

Closing date for the receipt of all applications – 6th May, 2022

