

Ref #: C004



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: WEB DESIGNER

JOB SUMMARY:

The incumbent is required to create, maintain, and update engaging, user-friendly, and accessible websites for key stakeholders of the Ministry/Department, particularly members of the public. It also includes ensuring that the Ministry/Departments web presence aligns with government standards and effectively communicates the Ministry's initiatives and services to the public.

REPORTS TO:

Manager, Communications/Designated Officer

SUPERVISION GIVEN TO:

n/a

DUTIES AND RESPONSIBILITIES:

- Designs and develops intuitive, visually appealing, and accessible websites for various government ministries.
- Creates UX/UI designs that facilitate easy access to information and services for all citizens, including those with disabilities.
- Works with content creators to ensure that web content is current, relevant, and aligned with government communication standards.
- Develops features that enhance citizen engagement, such as feedback forms, surveys, and interactive elements.
- Ensures all designs comply with government standards for digital communication, including accessibility guidelines and branding requirements.
- Collaborates with Information Technology and other departments to integrate necessary functionalities and content.
- Conducts regular testing for usability, accessibility, and responsiveness across various devices and browsers.
- Monitors, analyses, and reports on web traffic and user engagement metrics and uses this data to inform design improvements.
- Provides technical support and guidance to staff in managing and updating website content.
- Performs any other related duties

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of user-centred design, responsive design, and accessibility standards.
- Understanding of government communication strategies

SKILLS AND ABILITIES:

- Proficiency in web design tools and software (e.g., Adobe Creative Suite, Sketch, HTML, CSS, JavaScript).
- Excellent communication skills, with the ability to translate complex technical information into clear, citizen-friendly language.
- Ability to work collaboratively in a team environment and manage multiple projects simultaneously.

MINIMUM EXPERIENCE AND TRAINING

- Minimum of three to five years' experience in web design, with a strong portfolio showcasing your work.
- Training as evidenced by recognised University degree in web design, Graphic Design, Computer Science, or a related field
- Any suitable combination of experience and training

Ref #: C005



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: CONTENT CREATION SPECIALIST

JOB SUMMARY:

The incumbent is responsible for developing, creating, implementing, and managing digital and physical content across various media platforms. Duties include creating appropriate content through effective stakeholder engagement, standardizing, and organizing the content using appropriate multimedia tools and techniques and publishing the content on the appropriate media platforms.

REPORTS TO:

Head – Corporate Communications or designated officer

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Works with divisions of the Ministry to promote brand consistency;
- Designs sketches of electronic and printed media products such as websites, publications, newsletters, booklets, directories, calendars, brochures, posters, and presentations for the purpose of communicating and promoting a positive Ministry/Department image.
- Leads the implementation of social media strategies, manages content, and grows the Ministry's online presence;
- Handles the organization and management of digital content using content management systems, including regular updates;
- Collaborates with cross-functional teams to develop engagement strategies and analyse social media performance for continuous improvement;
- Explores new social platforms for expansion to drive citizen engagement;
- Develops and manages engaging content in platform-appropriate formats for the organization's website and social media;
- Conducts research for content development;
- Performs video transcription and captioning, ensuring the quality and accuracy of published material;
- Performs other related duties.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE:

- Proficiency in the Adobe Creative Suite, including Photoshop, Illustrator, Premiere Pro, and After Effects, for creating and editing a variety of digital content;
- Proficient in content management systems and analytics software;

	<ul style="list-style-type: none"> ▪ Considerable knowledge of web content identification, collection, standardization, organization, presentation, security, and management using associated tools. ▪ Familiarity with still and video camera operation, as well as video, audio, podcasting, and image editing tools, is highly advantageous. ▪ Search engine optimization
<p>SKILLS AND ABILITIES:</p>	<ul style="list-style-type: none"> ▪ Demonstrates creative and critical thinking with a keen eye for detail; essential for content development and problem-solving. ▪ Strong writing, proofreading, and editing abilities, ensuring clear, accurate and effective communication in all content. ▪ Exceptional IT proficiency, including advanced skills in Microsoft Office (Excel and PowerPoint) and Adobe Creative Suite, for diverse content creation. ▪ Efficient work ethic, maintaining high quality and precision in fast-paced, multi-faceted environments. ▪ Goal-oriented approach with a strong customer focus, meeting diverse stakeholder needs. ▪ Capable of managing multiple projects simultaneously, adhering to strict timelines while performing under pressure to achieve targets; ▪ Effective interpersonal skills to positively engage with the public, external stakeholders, and collaborate across departments. ▪ Ability to manage key stakeholders and prioritize appropriately. ▪ Innovative in organizing and presenting web content. ▪ Expertise in creating visually striking and compelling. ▪ Proficiency in understanding statistical data and translating it into engaging infographics and visual representations, facilitating effective communication of complex information.
<p>MINIMUM EXPERIENCE AND TRAINING:</p>	
<ul style="list-style-type: none"> ▪ A minimum of two (2) years' industry experience in content creation and/PR related communications field. ▪ At least one (1) year experience engaging audiences through effective management or social media channels. ▪ Training as evidenced by a bachelor's degree in English, Journalism, Communications, Public Relations, Advertising, Literature, or a related field. ▪ Any suitable combination of experience and training 	

Ref #: C006



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Multimedia/ Social Media Officer

JOB SUMMARY:

The incumbent plays a key role in supporting the design and maintenance of dynamic, user-friendly websites and social media platforms, integrating diverse multimedia elements for a compelling user experience.

REPORTS TO: Head –Communications or designated officer

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Assists in the development of digital content, including graphics, videos, and written posts for social media, websites, and email campaigns.
- Helps manage social media accounts, including scheduling posts, engaging with followers, and analysing performance metrics.
- Aids in the project implementation of traditional and new media initiatives, focusing on effective content preparation, presentation, and prompt specification updates.
- Assist in the development and implementation of Communications initiatives.
- Help create and distribute email newsletters and marketing campaigns.
- Monitors and reports on digital campaign performance, providing insights and recommendations for improvement.
- Stays informed about current digital media trends and suggests new ideas for digital media strategies.
- Performs any other related duties

KNOWLEDGE, SKILLS, AND ABILITIES

- KNOWLEDGE:**
- Familiarity with social media platforms (e.g., Facebook, Twitter, Instagram, LinkedIn) and management tools (e.g., Hootsuite, Buffer).
 - Basic knowledge of graphic design and video editing
 - Basic understanding of website management and SEO principles

- SKILLS AND ABILITIES:**
- Strong writing and editing skills.
 - Excellent organizational and project management skills, with the ability to prioritize tasks effectively.
 - Ability to work collaboratively in a team environment.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of Two (2) years of experience in multimedia design, and social media processes.
- Training as evidenced by a recognised University degree in Communications, Marketing, Multimedia, Digital Media, or a related field.
- Any suitable combination of experience and training

Ref #: C008



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: ANIMATOR

JOB SUMMARY:

The incumbent is responsible for creating compelling animations to support the Ministry's/Department's/Agency's communication initiatives, programs, and messages.

REPORTS TO:

Head – Corporate Communications or designated officer

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Develops and produces animations and motion graphics for Ministry projects, including public service announcements, educational videos, and social media content.
- Creates character sketches for new animations based on design briefs.
- Develops storyboards for animation projects;
- Designs backgrounds, sets and other elements of the animated environment;
- Develops timing and pacing of motion based on audio requirements.
- Works with the story editors to merge the various layers of animation;
- Records dialogue for the animation, where necessary;
- Collaborates with other creatives, including designers, photographers and other animators, to finalize projects.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of digital marketing design, focusing on social media, online banner advertising, motion design, video editing, visual design, typography, layout, image retouching, and digital storytelling.
- Proficient in Adobe Creative Suite, particularly Adobe After Effects, Premiere, Photoshop, Illustrator, and adept at using Mac OS.
- Experience with HTML5 ad authoring tools, such as Google Web Designer, for creating interactive and engaging online advertisements.
- Understanding of social media platforms and best practices, ensuring content is optimized for each platform's unique audience and format.
- Comprehensive knowledge of the 12 principles of animation, such as staging, timing, ease in, ease out, and anticipation, to create fluid and dynamic animations.
- Familiarity with colour theory, applying principles to create visually harmonious and appealing designs
- In-depth understanding of mathematical and geometric concepts, essential for accurate and aesthetically pleasing visual compositions

SKILLS AND ABILITIES:

- Crafts engaging motion graphics for various applications.
- Develops informative and visually appealing explainer videos
- Ensures alignment with the Ministry's graphic design and animation standards
- Completes all assigned tasks within set deadlines, demonstrating strong time management and organisational skills
- Develops storyboards and mock-ups, visualising concepts and ensuring alignment with project goals and client expectations
- Generates creative ideas for animation pieces, focusing on key messages, target audience identification, and goal setting to achieve impactful results
- Sets technical specifications for animations, determining the appropriate format, size, and style to meet project requirements and objectives
- Performs related duties

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of two (2) years' experience in digital motion/video-editing/graphic design.
- Training as evidenced by a recognised University degree in animation, film, television, photography, illustration, 3D/graphic design or computer/computer-aided engineering or a related field.
- Postgraduate qualifications in animation will be an asset.
- Any equivalent combination of qualifications and experience.

Ref #: C009



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: PHOTOGRAPHER

JOB SUMMARY:

The incumbent is required to provide photography services for the Ministry/Department/Agency. Duties include using various photographic equipment and software to capture high-quality photographs that document government operations, events, and initiatives.

REPORTS TO:

Head –Communications or designated officer

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Provides photography services for the Ministry/Department/Agency's events and initiatives.
- Takes pictures of subjects using cameras and oversees the editing and processing of images in digital or print format.
- Takes professional headshots.
- Archives photographic images and maintains database.
- Manages photography sessions.
- Uses and maintains modern and traditional technical equipment (cameras, lenses etc.)
- Assembles and sets up a range of technical tools and equipment used in photography, such as cameras, lenses, camera stands, lighting equipment, and backdrops.
- Works collaboratively with multimedia professionals to produce a combination of photos, videos, and sounds.
- Maintains up-to-date knowledge of recent digital and film photography techniques and adjusts accordingly to industry changes.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Sound understanding of photography best practices and procedures.
- Knowledge of photo editing software, for example, Photoshop, Capture One or other photography-specific software.
- Knowledge of the production process for online publishing and various printing applications.
- Proficiency with the use of camera equipment.
- Photography etiquette for corporate-style events.

SKILLS AND ABILITIES:

- Proven professional shooting experience.
- Proficiency with traditional and modern equipment.
- shooting, lighting, and printing skills.

- Competency in applying photographic best practices and techniques.
- Photojournalistic approach to taking images.
- Ability to take candid shots.
- Ability to juggle multiple tasks.
- Ability to produce excellent quality images in any environment.
- Ability to use different types of photography lenses.
- Ability to take professional headshots.
- Ability to work with other professionals in related fields.
- Ability to work flexible hours to accommodate client schedules.
- Strong interpersonal and communication skills.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of 3-5 years' experience in providing photography services for corporate events.
- 5 CSEC O'Level passes.
- Technical Vocational Training in Photography as evidenced by a Certificate from a recognized institute.
- Any suitable combination of experience and training

Ref #: C010



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: VIDEOGRAPHER EDITOR

JOB SUMMARY:

The incumbent plays a key role in capturing high-quality video content that showcases and updates the public on various government services and initiatives. This role requires a creative and technical skill set to produce engaging and informative content that aligns with government standards and public expectations.

REPORTS TO:

Head – Corporate Communications or designated officer

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Plans, shoots, and edits video content that highlights government services, initiatives, and events.
- Assists in crafting compelling narratives that effectively communicate the purpose and impact of government services to the public.
- Works closely with Ministry departments to understand their service offerings and messaging needs.
- Operates and maintains professional video equipment, including cameras, lighting, and audio gear.
- Edits footage to create clear, engaging, and high-quality videos; include subtitles, graphics, and effects as needed.
- Ensures all content complies with government policies, legal standards, and ethical guidelines.
- Manages multiple video projects simultaneously, adhering to deadlines and budget constraints.
- Works collaboratively with other multimedia professionals to plan and execute video projects.
- Assists in the development of an overall video brand messaging strategy.
- Works both on and off-site

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE:

- Considerable experience in using video and video editing equipment.
- Considerable knowledge of digital technology and editing software packages (e.g. Avid Media Composer, Lightworks, Premiere, After Effects and Final Cut)
- Sound knowledge of the use of special effects, 3D, and compositing
- Knowledge and a good understanding of motion graphics is preferred.
- Understanding of government protocols and sensitivity towards public communication.

SKILLS AND ABILITIES:

- Ability to operate a camera.
- Ability to work flexible hours.
- Ability to work with diverse client groups.
- Ability to work in cross functional teams.
- Creative thinker

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| | <ul style="list-style-type: none">▪ Good time-management skills▪ Strong interpersonal and communication skills▪ Storytelling skills |
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MINIMUM EXPERIENCE AND TRAINING:	
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| MINIMUM EXPERIENCE AND TRAINING: | |
| <ul style="list-style-type: none">▪ Minimum of 3-5 years' experience as a video specialist or similar role▪ Training as evidenced by a recognised University degree in Film, Media Production, Communications, Cinematography, or related field▪ Any equivalent combination of qualifications and experience | |

Ref #: C011



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: AUDIO VISUAL OFFICER

JOB SUMMARY:

The incumbent plays a key role in the comprehensive setup, rigorous testing, adept operation, thorough assessment, and proficient repair of sound and video equipment essential for a variety of live or pre-recorded events. These events range from meetings and video conferences. The role involves hands-on operation of a wide array of audio and visual tools, including but not limited to microphones, audio speakers, video screens, projectors, video recorders, and other recording devices. Additionally, the officer will manage video monitors, sound and mixing boards, and tailor custom lighting systems to suit the specific requirements of each event.

REPORTS TO: Head –Communications or designated officer

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Oversees audio and video quality control for both live and pre-recorded events, ensuring optimal performance.
- Installs and operates audio-visual equipment, adeptly handling setup requirements for diverse event formats.
- Manages and maintains equipment inventory, ensuring availability and readiness for all events.
- Collaborates with communications and IT teams, contributing to the planning and executing event-specific technical and production needs.
- Leads site assessments and technical preparations, ensuring venues meet all necessary specifications.
- Directs technical crews during events, overseeing project execution and troubleshooting any equipment issues.
- Engages with external stakeholders, including exhibitors, vendors, and sponsors, to align event details with technical capabilities.
- Develops comprehensive project scopes for multimedia initiatives, from conceptualisation to execution.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE:

- Sound knowledge of cameras and lighting techniques;
- Knowledge of multimedia production software and editing equipment;
- Excellent knowledge of word processing software;

SKILLS AND ABILITIES:

- Excellent verbal and written communication skills;
- Ability to work as part of a team;

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| | <ul style="list-style-type: none">▪ Ability to use computer systems for multimedia projects;▪ Excellent customer service skills;▪ Ability to work flexible working hours.▪ Physically ability to lift heavy equipment▪ |
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MINIMUM EXPERIENCE AND TRAINING:

- Minimum of two (2) years' experience in a similar field.
- Training as evidenced by Certificate in digital media arts, Multimedia Studies, or equivalent technical certification.
- Any suitable combination of experience and training.