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Contact:
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Our client, the Trinidad and Tobago Trade and Investment Promotion Agency invites applicants for the position of:

Deputy Chief Executive Officer

The Deputy Chief Executive Officer (Deputy CEO) is responsible for planning, directing, coordinating, and overseeing the operations and administrative activities of the Agency. The incumbent is responsible for the development and implementation of efficient operations and cost-effective systems to meet current and future needs. The Deputy CEO reports and provides support to the CEO in the overall leadership and strategic direction of the Agency and creation of the management practices that enable a high performing and effective executive team.

Qualifications and Experience:

- Bachelor's degree in Management, Business Administration, Finance, Information Technology, or in a related field.
- A Master's Degree in a related field would be an asset.
- 9 -10 years' experience in corporate administration inclusive of experience at a senior level; or through demonstrated proficiency in managing support functions to enhance operational efficiency
- Extensive/Expert knowledge of current government policy impacting on trade and investments
- Extensive/Expert leadership and management skills to empower and motivate teams to deliver
- Specialist knowledge of financial and public sector legislation and regulations, as well as rules and procedures in the Public Service

Key Accountabilities:

- Oversight of Finance, Corporate Services, Talent Management, and Digital and Innovation functions for the Agency
- Work closely with the CEO to align the support functions around the strategic objectives of the Agency with consistent delivery against objectives.
- Draft and recommend operational and strategic leadership policies
- Manage general administration and daily operations of all business support units, including the maintenance of relationships with regulatory authorities and stakeholders.
- Implement and maintain the integration of advanced technology and software solutions into daily operations.
- Coordinate access to industry data for reporting against goals and trends.
- Lead the organisational development and management of all employees within the Agency.
- Report on the status of the Agency's operations

Please forward a detailed resume in Word (doc.) format in confidence to:
PricewaterhouseCoopers Limited (PwC)
Executive Search.

Email: tt_recruitment@pwc.com

Closing date: 4 November, 2024