

FAMILY PLANNING ASSOCIATION OF TRINIDAD & TOBAGO**Job Description****Job title: Policy Administrator****Work Location: Port of Spain****Division/Department: Administration****Reports to:**

- ☐ Full-time
☐ Part-time
☐ Contract

- ☐ Sessional
☐ Regular
☐ Unionized

Job Summary:

The Policy Administrator is a contractual position that provides support to the organization towards the creation and updating of all organizational policies, procedures and guidelines.

- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

Key Role & Responsibilities:

- Coordinates the development and update of policies and other regulations in the organization
- Provide support as required to the strategic planning process
- Conducts reviews and coordinates documents across departments
- Coordinates the publication and distribution of all documents in the company with the Executive Director
- Ensuring familiarization of people in the company with policies, SOPs and work procedures
- Ensures that all documents are read and understood
- Develops a tracking system for managing regulatory compliance with IPPF standards, norms and other regulatory requirements
- Analyze, monitor, measure, review towards developing a continuous improvement system of the organization's policies.
- Oversees and participates in the development of reports, documents, briefings and surveys around company policies
- Establishing policy processes and accountability frameworks

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel, PPT, Microsoft 365 and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Certificate in Policy Administration required
- Bachelor's degree in public policy, policy administration or international relations preferred
- Minimum of 3 years' experience in the field

Physical Requirements:

- Ability to safely and successfully perform the essential job functions including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with organizational standards
- Must be able to talk, listen and speak clearly and professionally

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