



Government of the Republic of Trinidad and Tobago  
MINISTRY OF EDUCATION

**CIRCULAR MEMORANDUM NO. 1/2023**

**E: 31/3/17 Vol. 1**

**From:** Permanent Secretary  
Ministry of Education

**To:** Permanent Secretaries and Heads of Departments

**Date:** February 7, 2023

**Subject:** Notice of Vacancy for the office of Laboratory Assistant I (Range 15),  
Ministry of Education

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I shall be grateful if you will bring this Circular Memorandum to the attention of the members of your staff on the establishment of your Ministry/Department.

Applications are invited from suitably qualified officers in your Ministry/Department for the office of **Laboratory Assistant I (Range 15), Ministry of Education.**

Particulars relating to the office are outlined below:

**Minimum Experience and Training Requirements:**

Training as evidenced by the possession of a Certificate at CXC Level Basic II or its equivalent with passes in three (3) subjects, one of which must be a science subject.

**Distinguishing Features of Work:**

An employee in this class performs a variety of custodial and non-technical laboratory duties. Work involves the cleaning of the work area; cleaning, sterilizing, storing and maintaining in proper condition, laboratory equipment and supplies; preparing and laying out laboratory equipment, instruments and materials and collecting specimens. Work is performed independently on routine duties; however, the employee works under close supervision in the performance of newly assigned tasks but the degree of supervision lessens as the employee becomes more familiar with these assignments. Work is reviewed either by observation while

the work is in progress or by inspection after completion of assignments for conformance with directions or standard procedures.

**Salary:**

**Range: 15: \$5127-\$6029/\$6416 per month (2013).**

Applications from officers holding permanent appointments in the Public Service should be made on the **Application for Promotion Form**. Temporary officers should use the **Application for Employment Form**.

Interested officers who hold permanent appointments must send their applications through their Permanent Secretaries or Heads of Department for endorsement/recommendation and submission to the *Permanent Secretary, Ministry of Education*. Interested officers, who hold temporary appointments, must send their applications through their Permanent Secretaries/Heads of Department for submission to the *Permanent Secretary, Ministry of Education*.

Copies of relevant documents **must** accompany **ALL** applications as stipulated on the Application Checklist attached to this Notice.

Applications **MUST** be submitted through the Permanent Secretary or Head of Department within sufficient time in order to be received by the *Permanent Secretary, Ministry of Education* on or before but not later than 24<sup>th</sup> February, 2023 to:

*(Attention: Director, Human Resources)*  
*The Permanent Secretary,*  
*Ministry of Education*  
*#5 Lower St. Vincent Street*  
*Port of Spain*

Applications received after the closing date will not be considered.

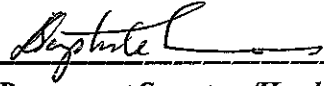
For further details, officers wishing to apply can access the Notice of Vacancy, Application Forms, Job Specification and the Application Checklist on the websites of the Service Commissions Department at [www.scd.org.tt](http://www.scd.org.tt) and the Ministry of Education at [www.moe.gov.tt](http://www.moe.gov.tt)

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE MINISTRY OF EDUCATION: 24<sup>th</sup> February, 2023.**

**Officers who have applied previously and who still wish to be considered for appointment to the office are advised to re-apply in response to this Notice. Your application should be dated and submitted within the period of this Notice of Vacancy.**

**A list of shortlisted applicants will be posted on the Ministry of Education's website.**

**SHOULD OFFICERS NEGLECT TO ATTACH/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS, EXPERIENCE AND TRAINING AS OUTLINED IN THE APPLICATION CHECKLIST, THE PERMANENT SECRETARY WILL BE UNABLE TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND THEY WILL BE DEEMED UNSUITABLE.**



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*Permanent Secretary/Head of Department  
Ministry of Education*