

CIRCULAR MEMORANDUM

01/2024

E: 31/3/20

FROM: Permanent Secretary, Ministry of Education
TO: Permanent Secretaries and Heads of Department
DATE: August 20, 2024
SUBJECT: Notice of Vacancy for the office of Examinations Officer I (Range 45D),
Ministry of Education

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

Applications are invited from suitably qualified officers in your Ministry/Department for the office of Examinations Officer I (Range 45D), Ministry of Education.

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements

Extensive experience in making arrangements for examinations and training as evidenced by the School Certificate or Equivalent.

Additional Desirable Qualifications

A degree or diploma from a recognized University or evidence of having passed an approved examination for entry into the Administrative Class.

Distinguishing Features of Work

An employee in this class is responsible for, or assists in, as required, organizing, co-ordinating and supervising the efficient conduct of examinations for the Public Service, or for one or more areas of examinations in the Teaching Service, respectively. Work involves supervising and participating in the detailed preparations for the conduct of examinations, compiling results, preparing reports on same and maintaining related records and files. Supervision is exercised over a small group of subordinate clerical staff. General assignments are received from an administrative superior and work is performed within clearly defined procedures and practices. Work is reviewed through observations and an analysis of reports.

Salary

Range 45D: \$10,000-\$10,665/\$11,312 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 Secretary/Head 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 **10th September 2024** to:

(Attention: Director Human Resources)
The Permanent Secretary
Ministry of Education
Education Towers, Level 6
No. 5 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 at:-

- **the Ministry of Education**; and
- on the websites of the Service Commissions Department at www.scd.org.tt and the **Ministry of Education** at www.moe.gov.tt

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE MINISTRY OF EDUCATION:
10th SEPTEMBER 2024.**

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.

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


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Permanent Secretary
Ministry of Education