



**Government of the Republic of Trinidad and Tobago**  
**Ministry of Education**

## **CIRCULAR MEMORANDUM**

**02/2025**

**E: 31/3/24**

**FROM:** Permanent Secretary, Ministry of Education

**TO:** Permanent Secretaries and Heads of Department

**DATE:** December 5, 2025

**SUBJECT:** Notice of Vacancy for the office of School Farm Attendant (Range 14C),  
Ministry of Education

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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 School Farm Attendant (Range 14C), Ministry of Education.

Particulars relating to the office are outlined below:

### **Minimum Experience and Training Requirements**

Experience (18 months to 4 years) in agricultural work and training as evidenced by the possession of a School Leaving Certificate or any equivalent combination of experience and training.

### **Distinguishing Features of Work**

An employee in this class is responsible for the raising and care of crops and/or livestock on a school farm devoted to diversified agriculture. The employee may assist in trial experiments and gives demonstrations as directed by a superior. Routine duties are performed independently but work is reviewed by a superior for accomplishment and compliance with procedures and directives.

### **Salary**

**Range 14C: \$5,400-\$5,905/\$6,266 per month (2013)**

**Office of the Permanent Secretary**

*Education Towers*

*No. 5 St. Vincent Street, Port of Spain, Trinidad & Tobago, West Indies*

☎ 1-868-622-2181

🌐 [www.moe.gov.tt](http://www.moe.gov.tt)

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 **18<sup>th</sup> December, 2025 at 4:15 p.m.** 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 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:  
18<sup>th</sup> December, 2025 at 4:15 p.m.**

**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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Mr. Clahdelle Mc Kellar  
Permanent Secretary

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