

CIRCULAR MEMORANDUM

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FROM: Director of Personnel Administration

TO: Permanent Secretaries and Heads of Departments

DATE: 7th September, 2026

SUBJECT: **Notice of Vacancy for the office of Director of Curriculum (Range 64), Ministry of Education**

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 **Director of Curriculum (Range 64), Ministry of Education**.

Particulars relating to the office are outlined below:

Minimum Experience and Training:

Extensive (over 8 years) experience in curriculum development as may have been gained in the next lower class and training as evidenced by the possession of an approved degree in an appropriate field supplemented by a post-graduate Diploma in Education; or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class is responsible for managing, directing and coordinating the activities of a Division of the Ministry of Education engaged in the development, implementation and evaluation of curricula in all educational institutions under the jurisdiction of the Ministry of Education. Work includes advising on the formulation of education policy, analysing trends and projections in the world of work to determine training needs and formulating appropriate methodology for use in designing syllabi which involves the analysis of relevant data. Work is performed with a high degree of independence in accordance with prescribed policy and is reviewed by a professional superior for effectiveness/achievement of objectives through reports and discussion.

Salary:

Range 64: \$18,184 per month (2019)

Interim Allowance: \$7,037.00 per month (2019)

A copy of the Job Specification can be assessed [HERE](#).

Interested officers **must** submit their applications **ONLINE ONLY**, on or before but no later than **18th September, 2026** at 4:15 pm local time.

Relevant documents **must** be scanned and uploaded with online applications as stipulated on the **INSTRUCTIONS TO APPLICANTS** [HERE](#).

For further details, the Advertisement can be accessed on the Service Commissions Department's website www.scd.org.tt

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATIONS: 18th September, 2026.

SHOULD OFFICERS NEGLECT TO UPLOAD/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS AND CLEAR EVIDENCE OF THEIR EXPERIENCE AND TRAINING, AS OUTLINED IN THE ONLINE INSTRUCTIONS TO APPLICANTS, THE TEACHING SERVICE COMMISSION WILL BE UNABLE TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND THEY WILL BE DEEMED UNSUITABLE.

Persons who previously applied for this office during the period 30th June, 2026 to 27th July, 2026 are advised that they should re-apply for the office in response to this Notice of Vacancy.



Director of Personnel Administration