

CIRCULAR MEMORANDUM

E: 5/19

P: 10/58/57 Vol. I

HW/nb

FROM : Director of Personnel Administration

TO : Permanent Secretaries and Heads of Departments

DATE : 13th March, 2019

SUBJECT : **Notice of a temporary vacancy of State Counsel III (Group L5C), Ministry of National Security**

I shall be grateful if you will bring this Circular Memorandum to the attention of your staff.

Applications are invited from suitably qualified officers in your Ministry/Department for a temporary vacancy of **State Counsel III (Group L5C), Ministry of National Security**.

Minimum qualifications:

LLB and a LEC – Legal Education Certificate

Admission to practice Law in Trinidad and Tobago

Minimum Experience:

Six (6) years post qualification experience in legal work of which two (2) years should be in the Judicial and Legal Service

SKILLS:

Considerable knowledge of Laws of Trinidad and Tobago

Considerable knowledge of legal principles, practices and proceedings

Considerable knowledge of Government procedures and practices

Considerable advocacy skills

Knowledge of legal reference authorities

Knowledge of Court procedures and Practices

Considerable interpersonal skills

Considerable communication skills both written and oral

Considerable analytical and reasoning skills

Considerable negotiation skills

Considerable human relations skills

Good legal drafting skills

Good computer skills

Salary:

Group L5C: \$20,770 - \$22,130 per month

Applications from officers holding permanent appointments in the Judicial and Legal Service should be made on the Application for Promotion Form. Temporary officers should use the Employment Application Form No.Sc-125.

Interested officers must send their applications through their Permanent Secretaries or Heads of Department no later than **1st April, 2019** to **The Director of Personnel Administration, Service Commissions Department:**

**Cipriani Plaza
52-58 Woodford Street
Newtown
Port-of-Spain**

Or

**Wilson Road
Scarborough
Tobago**

For further details, persons wishing to apply can access this Notice, the Application Form and the Job Specification on the website at www.scd.org.tt

Persons 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.

INCOMPLETE AND UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED

Please see the website for details on:

- a) Information/documents to be submitted; and**
- b) Applications which are deemed incomplete and unsuitable.**

A handwritten signature in blue ink, appearing to read 'D. P. ...', with a long horizontal flourish extending to the right.

Director of Personnel Administration (Ag)