

CIRCULAR MEMORANDUM

Circular Reference Number 4

E:34/26/7

From: Permanent Secretary, Ministry of Education
To: Permanent Secretaries and Heads of Departments
Date: 7th March, 2019
Subject: Notice of Vacancy for the office of Occupational Analyst I, Range 49,
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 staff establishment of your Ministry/Department.

Applications are invited from suitably qualified officers in your Ministry/Department for the office of Occupational Analyst I (Range 49) Ministry of Education.

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements:

Experience (18 months to 4 years) in personnel administration and training as evidenced by a recognised University Degree in one of the Social Sciences; or any equivalent combination of experience and training.

Required knowledge, Skills and Abilities:

Knowledge of the principles and techniques of job audit, analysis and research.

Knowledge of the range of jobs which occur in different occupational groupings in Trinidad and Tobago.

Ability to recognize pertinent and salient facts to isolate them from the immaterial and relate them one to another.

Ability to collect, compile and collate job data.

Ability to conduct effective interviews.

Ability to express ideas clearly and concisely both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, representatives of various organizations and agencies and members of the public.

Distinguishing Features of Work:

An employee in this class is responsible for collecting, collating and analysing job qualifications and worker characteristics in selected areas for the purpose of preparing job descriptions, narrative and statistical reports analysis schedules and various other types of occupational information as an aid to personnel and administrative functions. The employee after receiving in-service training on recruitment, conducts independent job verification audits in selected sectors. Guidance is provided by and work is reviewed by a senior officer for completeness and efficiency through general instructions, examination of work done and through discussions.

Salary:

Range 49: \$9,877.00 - \$11,466.00/12,227.00 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 APRIL 4, 2019 to:

***The Permanent Secretary
Ministry of Education,
Tower A,
Ground Floor,
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:-

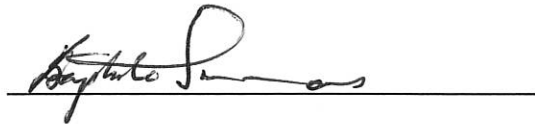
- the Ministry of Education; and on
- the websites of the Service Commissions Department at www.scd.org.tt and www.moe.gov.tt

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE MINISTRY OF EDUCATION IS: APRIL 4, 2019.

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 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 YOUR ELIGIBILITY FOR THE OFFICE AND YOU WILL BE DEEMED UNSUITABLE.



Permanent Secretary

**PERMANENT SECRETARY
MINISTRY OF EDUCATION**