

CIRCULAR MEMORANDUM

E: 7/19

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HW/nb

FROM : Director of Personnel Administration

TO : Permanent Secretaries and Heads of Departments

DATE : 12th March, 2019

SUBJECT : Notice of vacancy for the office of Assistant Registrar and Deputy Marshal (Group J5), Judiciary (Supreme Court)

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 the office of **Assistant Registrar and Deputy Marshal (Group J5), Judiciary (Supreme Court)**.

Minimum qualifications:

- *LLB and an LEC- Legal Education Certificate*
- *Admission to practise Law in Trinidad and Tobago*

Minimum Experience:

- *Two to three (2-3) years as a practicing Attorney-at-Law*
- *Considerable knowledge in civil and criminal procedure; probate practice and a*
- *Considerable knowledge of Admiralty procedure*
- *Considerable knowledge of the Rules of the Supreme Court, the Matrimonial Causes Rules, the Court of Appeal Rules and the Privy Council Rules*

SKILLS

- *Considerable advocacy skills*
- *Considerable analytical and reasoning skills*
- *Considerable interpersonal skills*

- *Considerable computer skills*
- *Considerable Communication skills – written and oral*

Salary:

Group J5: \$23,750 per month

Applications from officers holding permanent appointments in the Public 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 **29th March, 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 the Notice of Vacancy, the Application Form and the Job Specification at the Service Commissions Department and 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**
- c) The Application Checklist**

EXPERIENCE AND TRAINING RELEVANT TO THE OFFICE SHOULD BE CLEARLY STATED TO DETERMINE APPLICANT'S ELIGIBILITY.



Director of Personnel Administration