

CIRCULAR MEMORANDUM

E: 2/19

P: 9/20/5 Vol. IV

HW/nb

FROM : Director of Personnel Administration

TO : Permanent Secretaries and Heads of Departments

DATE : 25th January, 2019

SUBJECT : **Notice of vacancy for the office of Senior State Counsel (Group L4B), Criminal Law Department, Ministry of the Attorney General and Legal Affairs**

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 filling of five (5) offices of **Senior State Counsel (Group L4B), Criminal Law Department, Ministry of the Attorney General and Legal Affairs.**

Minimum qualifications:

LLB and a LEC – Legal Education Certificate

Admission to practice Law in Trinidad and Tobago

Minimum Experience:

Five (5) years' experience Criminal Law

Considerable experience in managing legal and administrative personnel

Thorough working knowledge of the Laws of Trinidad and Tobago

Thorough knowledge of Government procedures and practices

Thorough knowledge of the principles and techniques of trial advocacy

Thorough knowledge of court procedures and of the rules of evidence

Thorough knowledge of legal principles, practices and proceedings.

SKILLS:

Considerable advocacy skills

Considerable interpersonal skills

Considerable communication skills both written and oral

Considerable management and supervisory skills

Considerable analytical and reasoning skills

Considerable negotiation skills

Considerable human relations skills

Considerable computer skills.

Salary:

Group L4B: \$23,870 - \$24,870 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 **14th February, 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.**


Director of Personnel Administration (Ag)