



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 63

Caroni, Trinidad, Friday 25th October, 2024—Price \$1.00

No. 161

THE FOLLOWING HAVE BEEN ISSUED:

Act No. 16 of 2024—“An Act to provide for the service of Trinidad and Tobago for the financial year ending on the 30th day of September, 2025”—(\$1.80).

1770

SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part A—

Act No. 16 of 2024—“An Act to provide for the service of Trinidad and Tobago for the financial year ending on the 30th day of September, 2025”.

1771

ASSENT TO ACT

THE UNDERMENTIONED ACT enacted by Her Excellency the President with the advice and consent of the Senate and House of Representatives has been assented to by Her Excellency and is published as a Supplement to this *Trinidad and Tobago Gazette*:

| <i>Number of Act</i> | <i>Short Title of Act</i> | <i>Date of Assent</i> |
|----------------------|--|-----------------------|
| 16 of 2024 | Appropriation (Financial Year 2025) Act, 2024 | 24th October, 2024 |

25th October, 2024.

B. CAESAR
Clerk of the House

1772

MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

CONFIRMATION OF PROMOTION

IN ACCORDANCE with part (1) of the Director of Personnel Administration’s Circular Memorandum No. E/18 of 2006, the following arrangement is published for general information:

Confirmation

| Name | Rank of Officer | Date |
|---------------------------------|-----------------------------------|----------------|
| Mrs. Beverly Reid-Samuel | Director, Human Resource Services | 2nd June, 2015 |

1773

NOTICE OF VACANCY FOR THE OFFICE OF EXAMINATIONS OFFICER I (RANGE 45D), MINISTRY OF EDUCATION

APPLICATIONS are invited from suitably qualified officers in your Ministry/Department for the office of Examinations Officer I (Range 45D), Ministry of Education.

Minimum Experience and Training Requirements:

Extensive experience in making arrangements for examinations and training as evidenced by the School Certificate or Equivalent.

Additional Desirable Qualifications:

A degree or diploma from a recognized University or evidence of having passed an approved examination for entry into the Administrative Class.

Distinguishing Features of Work:

An employee in this class is responsible for, or assists in, as required, organizing, co-ordinating and supervising the efficient conduct of examinations for the Public Service, or for one or more areas of examinations in the Teaching Service, respectively. Work involves supervising and participating in the detailed preparations for the conduct of examinations, compiling results, preparing reports on same and maintaining related records and files. Supervision is exercised over a small group of subordinate clerical staff. General assignments are received from an administrative superior and work is performed within clearly defined procedures and practices. Work is reviewed through observations and an analysis of reports.

Salary:

Range 45D: \$10,000.00–\$10,665.00/\$11,312.00 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 10th September 2024 to: (Attention: Director Human Resources) The Permanent Secretary, Ministry of Education, Education Towers, Level 6, 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 the Ministry of Education at www.moe.gov.tt.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE MINISTRY OF EDUCATION: 10th September, 2024.

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.

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 THEIR ELIGIBILITY FOR THE OFFICE AND THEY WILL BE DEEMED UNSUITABLE.

C. M. BECKLES
for Permanent Secretary
Ministry of Education