

CIRCULAR MEMORANDUM

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From: Permanent Secretary to the Prime Minister
Office of the Prime Minister

To: Permanent Secretaries and Heads of Departments

Date: July 1 , 2020

Subject: **Notice of Vacancy for the office of Cabinet Affairs Officer I (Range 46D),
Office of the Prime Minister**

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 Cabinet Affairs Officer I, (Range 46D), Office of the Prime Minister.

Minimum Experience and Training Requirements

Experience (18 months to 4 years) in advanced clerical/administrative work in the public service and training as evidenced by a recognized University degree; or any equivalent combination of experience and training.

Required Knowledge, Skills and Abilities:

Knowledge of the Cabinet structure, policies, procedures and Ministerial functions.

Knowledge of Public Service machinery and functions of Ministries/Departments.

Knowledge of Government procedures and relevant legal requirements.

Knowledge of the principles and practices of modern management and Public Administration Civil Service and Financial Regulations.

Knowledge of the operations of Parliament.

Knowledge of basis computer application systems.

Ability to handle discreetly, high level, sensitive and confidential matters.

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

Ability to analyze and interpret issues and recommend appropriate action.

Ability to meet critical deadlines.

Ability to organize and supervise the work of subordinates engaged in clerical and secretarial duties.

Ability to establish and maintain effective working relationships with fellow employees and senior government officials.

Distinguishing Features of Work

An employee in this class participates in the provision of administrative support to the Cabinet and its Sub-Committees. Work is of a confidential nature and involves drafting Notes for Cabinet, Cabinet Minutes and Recommendations of Sub-Committees of Cabinet; assisting in the preparation of legal documents and supervising clerical and stenographic staff. Duties also include liaising with Ministries/Department with respect to matters before Cabinet. Assignments are received from a superior officer and work is governed by established policies and procedures. Work is reviewed on completion for accuracy and timelines.

Salary:

Range 46D: \$10,449 - \$11,115/\$11,340 - \$11,802 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 to the Prime Minister, Office of the Prime Minister*. Interested officers, who hold temporary appointments, must send their applications through their *Permanent Secretary/Head of Department* for submission to *The Permanent Secretary to the Prime Minister, Office of the Prime Minister*.

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 to the Prime Minister, Office of the Prime Minister* on or before but no later than 31st July, 2020 for applications to:-

Permanent Secretary to the Prime Minister

Office of the Prime Minister

13-15 St Clair Avenue

St Clair

Port of Spain, Trinidad

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 Office of the Prime Minister; and
- on the websites of the Service Commissions Department at www.scd.org.tt and the Office of the Prime Minister at www.opm.govt.tt and www.opm-gca.gov.tt.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE OFFICE OF THE PRIME MINISTER: 31st July, 2020.

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 Office of the Prime Minister's 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
to the Prime Minister**
