


CIRCULAR MEMORANDUM

I: 01/2021

OPM: 1/1/140 Vol. I

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

To: Permanent Secretaries and Heads of Departments

Date:  November, 2021

Subject: **Notice of Vacancy for the office of Director, Economic Research and Planning (Range 67), 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 Director Economic Research and Planning, (Range 67), Office of the Prime Minister.

Minimum Experience and Training Requirements

Extensive (over 8 years) experience in economic research, including considerable (4 to 8 years) experience in planning development and training as evidence by a recognized degree in Economics or any equivalent combination of experience and training.

Distinguishing Features of Work

An employee in this class is responsible for planning, organizing and directing the functions of a Planning Unit of a Ministry. Work involves directing research studies into the functions of the Ministry, monitoring the implementation of long-term plans, analyzing and evaluating the long term and annual budget and making appropriate recommendations. Work is performed with a considerable degree in initiative and independent judgement and is reviewed by an administrative superior through discussions and reports to determine efficacy and adherence to policy objectives.

Salary:

Range 67: \$18,351 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 30th November, 2021 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: 30TH NOVEMBER 2021.

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**

DIRECTOR ECONOMIC RESEARCH AND PLANNING

Kind of Work

Highly responsible professional work with administrative responsibilities in the field of economic research.

Distinguishing Features of Work

An employee in this class is responsible for planning, organising and directing the functions of a Planning Unit of a Ministry. Work involves directing research studies into the functions of the Ministry, monitoring the implementation of long-term plans, analysing and evaluating the long term and annual budget and making appropriate recommendations. Work is performed with a considerable degree of initiative and independent judgement and is reviewed by an administrative superior through discussions and reports to determine efficacy and adherence to policy objectives.

Examples of Work

Plans, directs and co-ordinates a group of professional and technical staff engaged in conducting research relevant to the functioning and operations of a Ministry.

Reviews existing policies, identifies and recommends policy changes within the context of functions and/or structure of the Ministry.

Assesses the long term plans of the Ministry, liaises with various Departments and proposes amendments to these plans as the forecasts of the national and/or international climate demands.

Analyses and evaluates the annual budget to determine compatibility with long-term plans, the feasibility of the submissions and priority ranking of projects within the national context and submits reports and recommendations.

Identifies sources of funds for the implementation of plans, programmes and projects where funds are not available from public sector sources.

Assists in the formulation, implementation and monitoring of development programmes of projects within the Ministry.

Serves as government representative at international and national conferences and seminars pertinent to the spheres of activities of the Ministry.

Prepares policy, status and research papers on activities in the Ministry as required.

Performs related work as may be required.

Required Knowledges, Skills and Abilities

Extensive knowledge of the principles and methodology used in the social sciences and of sources of research materials.

Extensive knowledge of concepts and techniques used in development planning.

Extensive knowledge of the economy and economic trends in Trinidad and Tobago and constraints to economic planning and development.

Ability to plan, organise and co-ordinate the activities of a staff of professional and technical subordinates engaged in planning and research.

Ability to prepare and evaluate comprehensive development plans and identify obstacles to planning and recommend solutions.

Ability to prepare in-depth comprehensive reports.

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

Ability to deal tactfully and establish effective working relationships with other employees, other agencies and members of the public.

Minimum Experience and Training

Extensive experience in economic research, including considerable experience in planning development and training as evidenced by a recognised Degree in Economics; or any equivalent combination of experience and training.

December, 1994

PD(c/c): 7/1/25



SERVICE COMMISSIONS DEPARTMENT

Application for Promotion Checklist

In order for an officer's **Application for Promotion** to be considered completed and therefore eligible, the following documents are required:

- Signed Application Form
- Dated Application Form
- Updated Curriculum Vitae
- Birth Certificate

NOTE: If the Birth Certificate does not carry a First Name or the name stated on the Birth Certificate is incorrect in any way, an Affidavit must be attached

- Marriage Certificate
- Affidavit pertaining to any omission of name from Birth Certificate or any other legal documents
- Deed Poll/Legal Documents pertaining to any change/omission of name
- Documentation showing proof of citizenship (*if not born in Trinidad and Tobago*)
- Two (2) references with contact information
- Academic Certificates

APPLICANTS ARE ADVISED:-

- that detailed information and relevant experience as it pertains to the office advertised should be clearly outlined in the Curriculum Vitae and attached;
- to ensure a **VALID telephone number**, postal address and email contact are to be provided for both Applicant References;
- to apply for each office on a separate Application Form;
- copies of all supporting certificates/documents must be submitted with the application;
- that the Application for Promotion Form must be endorsed by the Permanent Secretary or Head of Department before submission to the Service Commissions Department;
- that all copies must be legible and clearly printed; and
- to check regularly for updates on the Service Commissions Department's website.



SERVICE COMMISSIONS DEPARTMENT

Application for Employment Checklist

In order for person's Application for Employment to be considered complete and therefore eligible, the following documents are required:

- Signed Application Form
- Dated Application Form
- Updated Curriculum Vitae
- Birth Certificate:-
NOTE: If the Birth Certificate does not carry a First Name or the name stated on the Birth Certificate is incorrect in any way, an Affidavit must be attached
- Marriage Certificate
- Affidavit pertaining to any omission of name from Birth Certificate or any other legal documents
- Deed Poll/Legal Documents pertaining to any change/omission of name
- Documentation showing proof of citizenship (*if not born in Trinidad and Tobago*)
- Academic Certificates
- Two (2) references with contact information
- Certificate of Good Character (receipt accepted)

APPLICANTS ARE ADVISED:-

- that detailed information and relevant experience as it pertains to the office advertised should be clearly outlined in the Curriculum Vitae and attached;
- to ensure a **VALID telephone number**, postal address and email contact are provided for your reference;
- to apply for each office on a separate Application Form;
- copies of all supporting certificates/documents must be submitted with the application;
- that persons who hold temporary appointments in the Public Service must forward their Application for Employment Form through their respective Permanent Secretaries or Heads of Department for onwards submission to the Service Commissions Department
- that all copies must be legible and clearly printed; and
- to check regularly for updates on the Service Commissions Department's website.

REVISED ON 4TH JUNE, 2019

SERVICE COMMISSIONS DEPARTMENT