

CIRCULAR MEMORANDUM

02/2024

File No. 2/7/107

From: Permanent Secretary, Office of the Prime Minister - Communications
To: Permanent Secretaries and Heads of Departments
Date: 8 October, 2024
Subject: **Notice of Vacancy for the office of Director of Information (Range 65), Information Division, Office of the Prime Minister - Communications**

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 of Information (Range 65), Information Division, Office of the Prime Minister – Communications**.

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements:

Extensive (over 8 years) experience in the field of mass communication including experience in an administrative capacity as may have been gained in the next lower class and training as evidenced by a recognized Degree/Diploma in Mass Communication or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class plans, directs and co-ordinates the Technical Services Division of the Ministry of Information. Work involves formulating and developing communication and information policy with respect to the national plans, programmes and objectives of the government of Trinidad and Tobago. Work also includes selecting the appropriate media and methods for the dissemination of information and editing public releases and other related matters. Work is performed with a considerable degree of independence and initiative in accordance with broadly established policies and objectives and is evaluated by an administrative superior for effectiveness through reports, meetings and general observations.

Salary:

Range 65: \$16,802 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, Office of the Prime Minister - Communications**. Interested officers, who hold temporary appointments, must send their applications through their Permanent Secretary/Head of Department for submission to **The Permanent Secretary, Office of the Prime Minister - Communications**.

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, Office of the Prime Minister - Communications** on or before but not later than 30th October, 2024 to:

The Permanent Secretary,
Office of the Prime Minister - Communications
TIC Building, Lady Young Road,
Morvant.

Applications received after the closing date will not be considered.

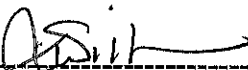
For further details, officers wishing to apply can access the Notice of Vacancy, Application Forms, Job Specification and the Application Checklist at: -

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

CLOSING DATE FOR THE RECEIPT OF APPLICATIONS AT THE OFFICE OF THE PRIME MINISTER - COMMUNICATIONS: 30th October, 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.



Permanent Secretary (Ag)
Office of the Prime Minister - Communications