

CIRCULAR MEMORANDUM

No. 1/2024

MTI 3/5/49 Vol. 1

From: Permanent Secretary, Ministry of Trade and Industry
To: Permanent Secretaries and Heads of Departments
Date: September 5th, 2024
Subject: **Notice of Vacancy for the office of Director of Consumer Guidance and Protection (Range 63), Ministry of Trade and Industry**

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 Consumer Guidance and Protection (Range 63), Ministry of Trade and Industry*.

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements:

Considerable experience in the field of consumer guidance and protection, including experience in an administrative capacity and training as evidenced by the possession of a recognized degree in one of the Social Sciences; or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class identifies areas for consumer guidance and protection, directs investigations into these areas; formulates general guidelines for consideration by policy makers in the field of consumer guidance and protection and makes recommendations, where necessary for remedial and protective legislation. Work includes the direction and supervision of a group of employees engaged in studies relating to consumer guidance and protection, determining the general approach to these studies, developing where necessary the technical ability of staff to deal with consumer guidance and protection matters in Trinidad and Tobago. The employee exercises a considerable degree of initiative within the framework of policy laid down by a Council which reviews his work for efficacy of recommendations through reports and discussions.

Salary:

Range 63: \$15,468 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 Trade and Industry*. 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 Trade and Industry*.

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 Trade and Industry* on or before but not later than **September 25th, 2024** to:

Attention: Senior Human Resource Officer
The Permanent Secretary
Ministry of Trade and Industry
Human Resource Unit
Level 11
Nicholas Tower
63-65 Independence Square,
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 Trade and Industry; and
- on the websites of the Service Commissions Department at www.scd.org.tt and the Ministry of Trade and Industry at www.tradeind.gov.tt

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE MINISTRY OF TRADE AND INDUSTRY: September 25th, 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 the 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.)
 MINISTRY OF TRADE AND INDUSTRY



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MINISTRY OF TRADE
 AND INDUSTRY