

CIRCULAR MEMORANDUM

No. 1/2025

MTI 3/5/50 Vol. 1

From: Permanent Secretary, Ministry of Trade and Industry
To: Permanent Secretaries and Heads of Departments
Date: 10th March, 2025
Subject: **Notice of Vacancy for the office of Public Relations/Conference Officer (Range 45), 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 **Public Relations/Conference Officer (Range 45), Ministry of Trade and Industry.**

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements:

Considerable (4 years to 8 years) experience in the field of Public Relations and conference planning; and training as evidenced by a GCE/CXC O'Level Certificate with passes in English Language and Mathematics supplemented by a recognized Certificate in Public Relations or Mass Communication or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class is responsible for planning and organizing public relations programs/conference schedules to maintain sustained media, public and business communications in respect of the Ministry's trade and industry - related policies and activities. Work involves the preparation and dissemination of material for public information, liaising with the media, business organization, individuals and the public; planning and implementing conference-based activities and schedules and advising on conference planning. Work is performed with a considerable degree of initiative and independence, but instructions on general policy, departmental objectives and procedures are received from an administrative superior who reviews work through discussions and reports for accuracy, appropriateness and timeliness.

Salary:

Range 45: \$8,980-\$10,665/\$11,312 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 **28th March, 2025** 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: 28th March, 2025.

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.



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**Permanent Secretary (Ag.)
MINISTRY OF TRADE AND INDUSTRY**

**PERMANENT SECRETARY
MINISTRY OF TRADE AND INDUSTRY**

