

CIRCULAR MEMORANDUM

No. 2/2025

MTI 3/5/48 Vol. I

From: Permanent Secretary, Ministry of Trade and Industry
To: Permanent Secretaries and Heads of Department
Date: 9th April, 2025
Subject: **Notice of Vacancy for the office of Chief Trade Officer (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 **Chief Trade Officer (Range 63), Ministry of Trade and Industry**.

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements:

Extensive experience (more than 8 years) in Trade and Commerce activities, including considerable supervisory experience (4 years to 8 years) such as may have been gained in the next lower class, or extensive experience (more than 8 years) as a Customs and Excise Officer in Trade Classification and International Trade, and training as evidenced by possession of the General Certificate of Education, Ordinary Level, or its equivalent, with passes in five (5) subjects including Mathematics and English Language.

OR

Experience (18 months to 4 years) in Trade and Commerce activities and training as evidenced by possession of a degree from a recognized University in Commerce or Economics majoring in International Trade.

Distinguishing Features of Work:

An employee in this class is responsible for directing all activities of government's Trade and Commerce Division. Work involves planning, organising and supervising all import and export control activities, advising the Permanent Secretary on Trade policy and executing same, interviewing and advising entrepreneurs and members of the public on trade matters, and attending and participating in conferences and meetings on trade matters both locally and abroad. Supervision is exercised over all personnel of the Division, and work is performed with a high degree of initiative and judgment within the limits of policy, rules and regulations. Work is subject to review through discussions and an analysis of reports.

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 **30th April, 2025 to:**

(The office being applied for must be clearly stated on the envelope)

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: 30th April, 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 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.

Rendall James
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Permanent Secretary (Ag.)
MINISTRY OF TRADE AND INDUSTRY

PERMANENT SECRETARY
MINISTRY OF TRADE AND INDUSTRY