

CIRCULAR MEMORANDUM

No. 6/2025

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 Trade Officer 1 (Range 30), Ministry of Trade and Industry.**

I shall be grateful if you would 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 **Trade Officer 1 (Range 30), 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 clerical work, including experience (18 months to 4 years) in trade and commerce activities, and training as evidenced by the G.C.E Ordinary Level with passes in five subjects including Mathematics and English Language or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class processes applications for the grant of important export licenses. Work involves interviewing members of the importing and exporting public concerning import and export matters, checking indents to ensure compliance with import and export control policies and regulations, and issuing of licenses. Work is performed in accordance with specific rules and regulations and is reviewed by a superior through discussions and through checks on licenses issued.

Salary:

Range 30: \$7,230-\$9,086/\$9,781 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 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 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.

Randall Ram

.....
Permanent Secretary (Ag.)

MINISTRY OF TRADE AND INDUSTRY

