

CIRCULAR MEMORANDUM

No. 5/2025

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 II (Range 35F), 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 II (Range 35F), Ministry of Trade and Industry*.

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements

Experience (18 months to 4 years) in trade and commerce activities of the division and training as evidenced by the General Certificate of Education, Ordinary Level with passes in five (5) subjects including English Language and Mathematics; or any equivalent combination of experience and training.

Distinguishing Features of Work

An employee in this class supervises the activities of lower level Trade Officers engaged in the processing and issuing of licenses, and advises them on difficult matters. Work may also involve supervising the activities of a particular function of the Division such as rice-purchasing and control.

Work is performed with a moderate degree of initiative and judgement within the limits of rules, regulations, policies and procedures. Work is reviewed by a superior through discussions and inspections for programme effectiveness and conformance with established policies and procedures.

Salary

Range 35F: \$9,448-\$9,698/\$10,298 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.



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

PERMANENT SECRETARY
MINISTRY OF TRADE AND INDUSTRY