

CIRCULAR MEMORANDUM

Circular Reference Number E 3/22

MW&T: 32/1/3

From: Permanent Secretary, Ministry of Works and Transport
To: Permanent Secretaries and Heads of Departments
Date: December 21, 2022
Subject: **Notice of Vacancy for the office of Plumbing and Sanitation Foreman (Range 28), Ministry of Works and Transport**

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 **Plumbing and Sanitation Foreman (Range 28), Ministry of Works and Transport**.

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements

Considerable (4 to 8 years) experience as a plumber including some experience in a supervisory capacity; and training as evidenced by a Primary School Leaving Certificate; supplemented by a National Craftsman's Diploma in Plumbing or any equivalent combination of experience and training.

Necessary Special Requirement

Possession of a Sanitary Constructor's Licence.

Distinguishing Features of Work:

An employee in this class supervises and participates in the work of plumbers and helps engaged in the construction, installation and maintenance of plumbing and sanitary systems and appurtenances in government – owned facilities and institutions. Assignments are given in detail by a superior except in the case of routine repairs or installations, where an employee can devise his own work methods. Work is reviewed by a superior during progress and at completion for workmanship, conformance to instructions and to plans and specifications.

Salary:

Range 28: \$6,890-\$8,560/\$9,283 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 Works and Transport*. 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 Works and Transport*.

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 Heads of Department within sufficient time in order to be received by the *Permanent Secretary, Ministry of Works and Transport* on or before but not later than **13 January 2023** to:

(Attention: Director, Human Resources)

*The Permanent Secretary,
Ministry of Works and Transport,
2-4 London Street, Port of Spain
100623*

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 Works and Transport; and
- on the websites of the Service Commission Department at www.scd.org.tt and the Ministry of Works and Transport at www.mowt.gov.tt

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE MINISTRY OF WORKS AND TRANSPORT: 13 January 2023.

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.

A list of shortlisted applicants will be posted on the Ministry of Works and Transport's website.

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
Ministry of Works and Transport