

CIRCULAR MEMORANDUM

Circular Reference Number E2/21

MW&T: 32/1/5

From: Permanent Secretary, Ministry of Works and Transport

To: Permanent Secretaries and Heads of Departments

Date: 20th December, 2021

Subject: Notice of Vacancy for the office of Motor Vehicle Officer I (Range 21/24C), 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 **Motor Vehicle Officer I (Range 21/24C), Ministry of Works and Transport**.

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements

Training as evidenced by a Primary School Leaving certificate; or its equivalent.

Distinguishing Features of Work:

An employee in this class is responsible for checking vehicles on highways and elsewhere to ascertain whether they are licenced and insured and are in safe driving condition. Checks are also made for the validity of driving permits, taxi drivers' badges and other related tasks. Work includes serving summonses on offenders, attendance at Court and taking of traffic census. Daily assignments are received from a superior who checks diaries and reports submitted for compliance with instructions.

Necessary Special Requirement

Possession of a Precept issued by the Commissioner of Transport.

Possession of a licence entitling the holder to drive all makes of motor vehicles.

Certificates of fitness to use a pistol.

Salary:

Range 21/24C: \$5,717-\$6,908/\$7,414/\$6,690-\$7,507/\$8,801 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 **7th January, 2022** 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 MINISTRY OF WORKS AND TRANSPORT: 7th January, 2022

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 AND EVIDENCE OF THEIR 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