

CIRCULAR MEMORANDUM

Circular Reference Number E2/24

MW&T: 32/1/7 Vol. I

From: Permanent Secretary, Ministry of Works and Transport
To: Permanent Secretaries and Heads of Departments
Date: December 02, 2024
Subject: Notice of Vacancy for the office of Roads Superintendent (Range 53) 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 **Roads Superintendent (Range 53) Ministry of Works and Transport**.

Particulars relating to the office are outlined below:

Minimum Experience and Training

Extensive (over 8 years) experience in road construction and maintenance works including considerable (4 to 8 years) experience in a supervisory capacity and training as evidenced by a National Certificate in the relevant field; or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class is responsible for organising planning and directing all road construction and maintenance works in a Division. Work includes responsibility for the sound and economical expenditure of allocated funds and the review and supervision of the activities of large and diversified groups of workers engaged in roadway construction and maintenance works. General supervision is received from a superior who reviews work through inspections, reports and meetings.

Salary:

Range 53: \$10,341.00- \$11,960.00/\$12795.00 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 **December 23, 2024** for applications to:

(Attention: Director, Human Resources)

*The Permanent Secretary,
Ministry of Works and Transport,
2-4 London Street,
Port of Spain.
10063*

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: December 23, 2024

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.

Alberard

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**Permanent Secretary
Ministry of Works and Transport**