

CIRCULAR MEMORANDUM

Circular Reference Number E1/24

MW&T: 32/1/6 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 Traffic Technician I (Range 23) 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 **Traffic Technician I (Range 23) Ministry of Works and Transport.**

Particulars relating to the office are outlined below:

Minimum Experience and Training

Some (6 to 18 months) technical experience in carrying out basic traffic surveys and training as evidenced by the General Certificate of Education, Ordinary Level with passes in five subjects including English Language and Mathematics or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class performs a variety of simple technical tasks in connection with the collection and analyses of traffic data, monitoring of traffic flows and traffic control devices and the preparation and implementation of remedial measures to relieve accident blackspots and improve traffic circulation. Duties may also include the supervision of a small group of clerical workers. Work is performed under the general direction of a technical superior who reviews work through discussions and reports for completeness and accuracy.

Salary:

Range 23: \$5,963.00 - \$7,278.00/\$7,862.00 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.

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**Permanent Secretary
Ministry of Works and Transport**