

# CIRCULAR MEMORANDUM

01/2024

File No. 2/7/61

**From:** Permanent Secretary, Office of the Prime Minister - Communications  
**To:** Permanent Secretaries and Heads of Departments  
**Date:** 6 September, 2024  
**Subject:** Notice of Vacancy for the office of Archive Assistant I (Range 35), Office of the Prime Minister - Communications

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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 **Archive Assistant (Range 35), National Archives, Office of the Prime Minister - Communications.**

Particulars relating to the office are outlined below:

**Minimum Experience and Training Requirements:**

Training as evidenced by a General Certificate of Education, Ordinary Level, with passes in five (5) subjects including English Language, West Indian History, French and Spanish supplemented by an approved course of training in archival work; or any equivalent combination of experience and training.

**Distinguishing Features of Work:**

An employee in this class performs a variety of duties assisting an Archivist in the selection and permanent preservation of non-current records of Government Agencies in the National Archives. Work involves conducting research in to the administrative history of Government Departments, the collation and arrangement of records for archival purposes and the preparation and maintenance of finding aids, guides and publications for reference purposes. Work is performed under the direction of a professional superior who reviews work for conformity to departmental policy through discussions and reports.

**Salary:**

**Range 35: \$7,807-\$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, Office of the Prime Minister - Communications**. Interested officers, who hold temporary appointments, must send their applications through their Permanent Secretary/Head of Department for submission to **The Permanent Secretary, Office of the Prime Minister - Communications**.

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 Head of Department within sufficient time in order to be received by **The Permanent Secretary, Office of the Prime Minister - Communications** on or before but not later than 27<sup>th</sup> September, 2024 to:

The Permanent Secretary,  
Office of the Prime Minister - Communications  
TIC Building, Lady Young Road,  
Morvant.

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 Office of the Prime Minister - Communications; and
- on the websites of the Service Commissions Department at [www.scd.org.tt](http://www.scd.org.tt) and the Office of the Prime Minister - Communications at [www.moc.gov.tt](http://www.moc.gov.tt)

~~CLOSING DATE FOR THE RECEIPT OF APPLICATIONS IN THE OFFICE OF THE PRIME MINISTER - COMMUNICATIONS: 27<sup>th</sup> September, 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.**

Permanent Secretary (Ag)  
Office of the Prime Minister - Communications