

CIRCULAR MEMORANDUM

03/2024

File No. 2/7/108

From: Permanent Secretary, Office of the Prime Minister - Communications
To: Permanent Secretaries and Heads of Departments
Date: 18 November, 2024
Subject: Notice of Vacancy for the office of Manager, Record Centres (Range 58), National Archives, Office of the Prime Minister - Communications

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 **Manager, Record Centres (Range 58), National Archives, Office of the Prime Minister – Communications**.

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements:

Considerable (More than 4 years and up to 8 years) experience in records management or archive administration and training as evidenced by the possession of an approved degree from a recognized university supplemented by successful completion of a recognized course in Records Management and/or Archives Administration; or any equivalent combination of experience and training

Distinguishing Features of Work:

An employee in this class is responsible for planning, organizing and developing the records management programme of the National Archives Division. Work involves the development and implementation of systems and procedures to ensure the proper transfer, maintenance, storage, prompt retrieval and disposal of official records. The employee exercises a considerable degree of initiative and independent judgement within established policies and procedures and work is subject to review for accomplishment by a superior officer through discussions, observations and reports.

Salary:

Range 58: \$11,007-12,822/13,795 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 **9th December, 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 and the Office of the Prime Minister - Communications at www.moc.gov.tt

CLOSING DATE FOR THE RECEIPT OF APPLICATIONS AT THE OFFICE OF THE PRIME MINISTER - COMMUNICATIONS: **9th December, 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