

CIRCULAR MEMORANDUM

02/2024

NS/HR:28/1/3 Vol 1 Temp 1

ND/II

From: Permanent Secretary, Ministry of National Security

To: Permanent Secretaries and Heads of Departments

Date: October 22, 2024

Subject: Notice of Vacancy for the office of Regimental Quartermaster (Range 24),
Cadet Force Division, Ministry of National Security

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 *Regimental Quartermaster, (Range 24), Cadet Force Division, Ministry of National Security*.

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements:

Some experience in the keeping and handling of military stores, and training as evidenced by the possession of Caribbean Examinations Council (C.X.C) Ordinary Level passes in five (5) subjects including English Language and Mathematics, supplemented by an appropriate in-service training course in military stores; or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class is responsible for the store-keeping operations of the National Cadet Force. Work involves organising and controlling the activities of a large storeroom containing stores and equipment. Work also includes the supervision of a small group of subordinate personnel assigned to the storeroom. Work is received from a superior officer of the Cadet Force Division, through verbal and written communication and is reviewed through consultations, briefing sessions and regular inspections for compliance with regulations and established storekeeping practices.

Salary:

Range 24: \$6,108.00 - \$7,507.00 /\$8,081.00 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 National Security*. 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 National Security*.

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, Ministry of National Security* on or before but not later than **Tuesday 12, November 2024** to:

*The Permanent Secretary,
Ministry of National Security,
31-33 Abercromby Street,
Port of Spain*

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 National Security; and
- on the websites of the Service Commissions Department at www.scd.org.tt and the Ministry of National Security <https://www.nationalsecurity.gov.tt>

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN MINISTRY OF NATIONAL SECURITY: **TUESDAY 12, NOVEMBER 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 YOUR ELIGIBILITY FOR THE OFFICE AND YOU WILL BE DEEMED UNSUITABLE.



*Permanent Secretary,
Ministry of National Security*