

CIRCULAR MEMORANDUM

03/2024

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From: Permanent Secretary, Ministry of National Security
To: Permanent Secretaries and Heads of Departments
Date: October 22nd, 2024
Subject: Notice of Vacancy for the office of Cadet Force Officer (Range 45),
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 **Cadet Force Officer (Range 45), Cadet Force Division, Ministry of National Security**.

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements:

Considerable experience in military/training work and training as evidence by a General Certificate of Education, Ordinary Level with passes in five subjects including English or any equivalent combination of experience and training.

Distinguishing Features of Work:

An officer in this class is responsible for the training of all members of the Cadet Corps in Trinidad and Tobago. Work includes the inspection of military parades and the conducting of Rifle range practices and shooting competition for Cadet. Work is performed with considerable independence under the directive of the Cadet Force Officer who reviews work performed through reports, discussions and general observations.

Salary:

Range 45: \$8,980.00-\$10,665.00/\$11,312.00 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 **November 12, 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://nationalsecurity.gov.tt>

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN MINISTRY OF NATIONAL SECURITY: NOVEMBER 12, 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 National Security