

# CIRCULAR MEMORANDUM

01/2025

**IMM: 7314 Vol II**

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**From:** Permanent Secretary  
Ministry of National Security  
Immigration Division

**To:** Permanent Secretaries and Heads of Departments

**Date:** April 7, 2025

**Subject:** **Notice of Vacancy for the office of Watch Officer (Range 17),  
Immigration Division, Ministry of National Security.**

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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 **Watch Officer (Range 17), Immigration Division, Ministry of National Security.**

Particulars relating to the office are outlined below:

## **Minimum Experience and Training Requirements**

Experience (18 months to 4 years) in general office routine such as may have been gained as a Messenger and training as evidenced by a Primary School Leaving Certificate or its equivalent.

## **Distinguishing Features of Work:**

An employee in this class keeps watch over the movement of vessels in the harbour and draws to the attention of the Immigration Officer any unusual occurrences in the area of ships which are not yet cleared. Work entails the keeping of records and particulars of ships in the harbour area as well as elsewhere based on information received. The incumbent may use a binocular or telescope for the purpose of identifying ships and recording certain data in the log book. The incumbent also records on a register details of claims on private firms for overtime allowances made by the Immigration Officers. Work is performed in accordance with established procedures and is reviewed by a superior officer through the inspection of records, reports and discussions.

**Salary: Range 17 \$5289.00 / \$6420.00 / \$6690.00 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, Immigration Division, 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, Immigration Division, 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, Immigration Division, Ministry of National Security**, on or before but not later than **April 30<sup>th</sup>, 2025**.

Attention:

**The Permanent Secretary  
Immigration Division,  
Ministry of National Security  
Government Campus Plaza  
3 – 9 Richmond 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](http://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, IMMIGRATION DIVISION: APRIL 30<sup>th</sup>, 2025.**

**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  
Ministry of National Security**

**PERMANENT SECRETARY**   
Ministry of National Security