

CIRCULAR MEMORANDUM

02/2025

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NAD/II

FROM : Permanent Secretary, Ministry of National Security

TO : Permanent Secretaries and Heads of Departments

DATE : April 09 , 2025.

SUBJECT : **Notice of Vacancy for the office of Tailor I (Range 17),
General Administration, 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 **Tailor I (Range 17), Ministry of National Security.**

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements:

Some (6 to 18 months) experience in the tailoring trade; a Master's Certificate, Board of Industrial Training or Final Certificate of City and Guilds Institute; or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class performs a variety of hand and machine sewing tasks in the repair and manufacture of garments for use in various divisions of the Public Service. Work is usually of a routine nature and is performed according to detailed specification under the supervision of a higher-level Tailor. Work is reviewed for adherence to instructions and for quantity and quality of the finished product.

Salary

Range 17: \$5,289-\$6,282/\$6,690 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 Secretaries or Heads 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 **May 02, 2025** to:

**The Permanent Secretary
Ministry of National Security
Temple Court 1,
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 THE MINISTRY OF NATIONAL SECURITY: **May 02, 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.

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Permanent Secretary
Ministry of National Security

PERMANENT SECRETARY
Ministry of National Security