



SERVICE COMMISSIONS DEPARTMENT
ADVERTISEMENT OF VACANCY
Clerk I (Range 14)
in the Public Service

In keeping with the provisions of Civil Service Regulation 5 (1), applications are invited from persons **between the ages of 17 and 23** for appointment to the above mentioned office.

Minimum Training Requirements:

Training as evidenced by a General Certificate of Education comprising Ordinary Level passes in five subjects one of which must be English Language; or equivalent qualification.

The minimum CXC subject requirements for entry to the Clerical Class is as follows:-

(i) English Language (compulsory) -General Proficiency- Grade I, II or III;
or
-Basic Proficiency- Grade I (only).

Mathematics (compulsory) -General Proficiency- Grade I, II or III;
or
-Basic Proficiency- Grade I or II (only).

All other subjects -General Proficiency- Grade I, II or III;
or
-Basic Proficiency- Grade I or II (only).

(ii) the number of CXC passes, including English Language and Mathematics should be:-

Either - five (5) subjects, with at least four (4) subjects being at the General Proficiency Level;

Or - six (6) subjects with at least three (3) subjects being at the General Proficiency Level.

Required Knowledge, Skills and Abilities:

- Ability to learn assigned clerical tasks readily and to adhere to prescribed rules and regulations.
- Ability to learn to operate standard office equipment.
- Ability to speak fluently and read and write correct English.
- Ability to establish and maintain effective working relationships with colleagues and members of the public.

Distinguishing Features of Work:

An employee in this class performs routine clerical and related tasks which require little or no previous experience. Work follows well established procedures and unusual situations are brought to the attention of a senior officer for solution. Regular routine assignments may be performed with less supervision and some initiative and limited judgment may be utilized as experience is gained. All work is subject to supervision and is reviewed by a senior officer upon completion for performance, accuracy and adherence to instructions.

Salary: \$5,045 - \$5,905/\$6,266 per month (2013).

For further details, persons are advised to access the Advertisement and Job Specification at the Service Commissions Department's website at www.scd.org.tt.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE SERVICE COMMISSIONS DEPARTMENT: 23rd March, 2018.

**Applications to: The Director of Personnel Administration,
Service Commissions Department
Cipriani Plaza
52-58 Woodford Street
Newtown
Port-of-Spain**

or

**Service Commissions Department
Wilson Road
Scarborough
Tobago**

Persons wishing to apply can access the Application Form, Job Specification and the Application Checklist at the Service Commissions Department's website at www.scd.org.tt.

SHOULD PERSONS NEGLECT TO ATTACH/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS, EXPERIENCE AND TRAINING AS OUTLINED IN THE APPLICATION CHECKLIST, THE COMMISSION WILL BE UNABLE TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND WILL BE DEEMED UNSUITABLE.

Explore this and other job opportunities at

www.scd.org.tt