



CIRCULAR MEMORANDUM

Circular No. 20 of 2025

THA: P: 2/9/6

To : Permanent Secretaries and Heads of Departments

From : Chief Administrator
Tobago House of Assembly

Date : March 17, 2025

Subject : Notice of Vacancy for the office of Director, Marine Resources and Fisheries (Range 63), Tobago House of Assembly.

I shall be grateful if you will bring this Circular Memorandum to the attention of the members of your staff on the Establishment of your Ministry/Department.

Applications are invited from suitably qualified officers in your Ministry/Department for the office of Director, Marine Resources and Fisheries (Range 63), Tobago House of Assembly.

Particulars relating to the office are outlined below.

Minimum Experience and Training Requirements:-

Considerable (more than 4 years and up to 8 years) experience in the field of marine resources and fisheries development and management such as may have been gained at the next lower level; and training as evidenced by the possession of a recognized degree in Fisheries Sciences/Fisheries Management, Fisheries Biology/Aquaculture, Marine Biology or in Natural Sciences with courses related to Fisheries Development, Supplemented by post graduate training in the related field; or any equivalent combination of experience and training.

Distinguishing Features of Work

An employee in this class is responsible for planning, organizing, directing and coordinating the professional, technical and administrative support function of the Marine Resources and Fisheries Department. Work involves developing and directing the implementation of strategies, work plans and projects for the promotion of sustainable development of the marine resources and fisheries sectors, advising on policies related to the management and development of marine resources and fisheries and planning, organizing and co-ordinating the activities of a group of employees engaged in the conservation of the marine resources and fisheries environment. Work is performed with a considerable degree of initiative and independent judgement within the framework of existing policies and is reviewed through discussions and reports for efficiency and achievement of objectives.

SALARY: - (Range 63) \$15,468 (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/Heads of Departments for endorsement/recommendation and submission to the Chief Administrator, Tobago House of Assembly.

Interested officers who hold temporary appointments must send their applications through their Permanent Secretary/Head of Department for submission to the Chief Administrator, Tobago House of Assembly.

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/Head of Department within sufficient time in order to be received by the **Chief Administrator, Tobago House of Assembly** on or before but no later than **April 8, 2025** to:-

**The Chief Administrator
Tobago House of Assembly
Administrative Complex,
Calder Hall,
Scarborough,
Tobago.**

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 Tobago House of Assembly; and
- on the websites of the Service Commissions Department at www.scd.org.tt and the Tobago House of Assembly at www.tha.gov.tt.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE TOBAGO HOUSE OF ASSEMBLY: April 8, 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 CHIEF ADMINISTRATOR WILL BE UNABLE TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND THEY WILL BE DEEMED UNSUITABLE.


Chief Administrator
Tobago House of Assembly

**CHIEF ADMINISTRATOR
TOBAGO HOUSE OF ASSEMBLY**