

# CIRCULAR MEMORANDUM

E:1/23

**PD(CSD):2/1/22 SUB 1**

**From:** Chief Personnel Officer  
**To:** Permanent Secretaries and Heads of Departments  
**Date:** February 28, 2023  
**Subject:** Notice of Vacancy for the office of Senior Human Resource Adviser (Range 65), Personnel Department

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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 **Senior Human Resource Adviser (Range 65), Personnel Department**.

Particulars relating to the office of **Senior Human Resource Adviser** are outlined below:

**Minimum Experience and Training Requirements:**

Considerable experience in a relevant field of human resource management including experience at a supervisory level and training as evidenced by a recognized degree in Management Studies or one of the Social Sciences supplemented by training in a specific area of Human Resource Management; or any equivalent combination of experience and training.

**Distinguishing Features of Work:**

An incumbent at this level organizes and coordinates the development and recommendation of policies, policy options, systems and strategies to advance the administration of the Human Resource Management function in the public service. Work involves organizing and coordinates the work activities of a cadre of subordinate Human Resource Advisers within a Unit, assisting in the formulation of policy, providing policy advice and interpretation, assisting in the development of the strategic plan for the Division and participating in consultations and negotiations. Work is performed with a significant degree of initiative and independent judgement within established principles and existing legislation and is reviewed through discussions and reports for efficacy, impact of recommendations and adherence to policy.

**Salary:**

**Range 65: \$ 16,802.00 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 Chief Personnel Officer, Personnel Department. Interested officers, who hold temporary appointments, must send their applications through their Permanent Secretary/Head of Department for submission to the Chief Personnel Officer, Personnel Department.

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 Chief Personnel Officer, Personnel Department on or before but not later than **MARCH 24, 2023** to:

The Chief Personnel Officer  
Personnel Department  
#3 Alexandra Street, St. Clair  
Newtown 190129

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 Personnel Department; and
- on the websites of the Personnel Department at [www.cpo.gov.tt](http://www.cpo.gov.tt) and the Service Commissions Department at [www.scd.org.tt](http://www.scd.org.tt)

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE PERSONNEL DEPARTMENT: MARCH 24, 2023.**

A list of shortlisted applicants will be posted on the Personnel Department's website.

**SHOULD OFFICERS NEGLECT TO ATTACH/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS, EXPERIENCE AND TRAINING AS OUTLINED IN THE APPLICATION CHECKLIST, THE CHIEF PERSONNEL OFFICER WILL BE UNABLE TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND THEY WILL BE DEEMED UNSUITABLE.**

  
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**Chief Personnel Officer**  
**Personnel Department**