

PERSONNEL DEPARTMENT CIRCULAR MEMORANDUM NO. 1 OF 2016

FROM : Chief Personnel Officer

TO : Permanent Secretaries, Heads of Department,  
Chief Administrator, Tobago House of Assembly  
and Heads of Statutory Authorities subject to the  
Statutory Authorities Act, Chapter 24:01

DATE : July 28<sup>th</sup>, 2016

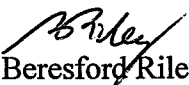
SUBJECT : *Minimum training requirement for the standardised position of  
Business Operations Assistant II*

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I refer to Personnel Department Circular Memorandum dated January 18, 2013 on the subject "*Changes in administrative arrangements in respect of contract employment in the Public Service*", in which you were provided, inter alia, with a standardised job description for the position of Business Operations Assistant II. The training requirement stipulated for the position is the possession of an Association of Business Executive Diploma (ABE); or Certificate in Public Administration (CPA) or equivalent.

2. Clarification has been sought by some Ministries/Departments on the minimum level of the ABE Diploma which is applicable to the position of Business Operations Assistant II. In that regard, I wish to advise that in order to satisfy the training requirement for the job, the person to be employed, on contract, must possess an Association of Business Executive (ABE) Level 5 Diploma or above.

3. Please be guided accordingly.

  
Beresford Riley  
Chief Personnel Officer (Ag.)