

CIRCULAR MEMORANDUM

F: 6/1/7

Finance Circular 7/17

FROM: Permanent Secretary, Ministry of Finance
TO: Permanent Secretaries and Heads of Department
DATE: March 23, 2018
SUBJECT: **Notice of vacancy for the office of Tax Officer I (Range 34) Inland Revenue Division, Ministry of Finance**

I shall be grateful if you will bring this Circular Memorandum to the attention of your staff.

Applications are invited from suitably qualified officers in your Ministry/Department for the office of Tax Officer I (Range 34) Inland Revenue Division, Ministry of Finance.

Kind of work

Work in the assessment of various taxes and duties and field work in the collection of outstanding taxes and duties.

Minimum Experience and Training Requirements

Experience (18 months to 4 years) in the assessment of tax returns and in the collection of taxes, duties. *etc.* and the possession of a General Certificate of Education, Ordinary Level with passes in five subjects including English Language and Mathematics; supplemented by the successful completion of an In-Service Tax Course.

Salary

Range 34: \$7,705 - \$9,591 / \$10,179 per month (2013).

Required Knowledge, Skills and Abilities

Some knowledge of tax and allied laws and department policies and procedures relating thereto. Some knowledge of accounting procedures. Ability to examine Tax and other returns and to interpret financial statements to determine tax liability. Ability to establish and maintain effective working relationships.

Applications from officers holding permanent appointment in the Public Service should be made on the Application for Promotion Form. Temporary officers should use the Application for Employment Form.

Copies of relevant academic certificates should be attached to the applications.

Interested officers must send their applications through their Permanent Secretaries and Heads of Department for endorsement/recommendation and submission to

The Permanent Secretary, Ministry of Finance/ Head of Department no later than ***April 30, 2018***.

(Attention: Director, Human Resources)
The Permanent Secretary Ministry of Finance
Level 7, Finance Building,
Eric Williams Financial Complex,
Independence Square
Port of Spain

For further details, officers wishing to apply can access the Notice of Vacancy, Application Form, Job Specification and the Application Checklist at the Ministry of Finance and Service Commissions Department and on the websites at www.finance.gov.tt ; www.scd.org.tt and www.ird.gov.tt

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.

A list of shortlisted applicants will be posted on the Ministry/Department website one (1) month after closing date.

EXPERIENCE AND TRAINING RELEVANT TO THE OFFICE SHOULD BE CLEARLY STATED TO DETERMINE AN APPLICANT'S ELIGIBILITY


Permanent Secretary,
Ministry of Finance