



SERVICE COMMISSIONS DEPARTMENT

Advertisement of Vacancy

Vacant office of Deputy Supervisor of Insolvency (Group 3B), Ministry of Finance

Applications are invited from suitably qualified persons for the office of **Deputy Supervisor of Insolvency (Group 3B), Ministry of Finance.**

Applicants are advised that **the maximum age for recruitment shall be fifty (50) years** in accordance with Regulation 16 (1) of the Civil Service Regulations, made pursuant to the Civil Service Act, Chapter 23:01 of the Revised Laws of the Republic of Trinidad and Tobago.

SALARY:

Group 3B: \$25,370 per month (2013).

MINIMUM EXPERIENCE AND TRAINING:

- Post-graduate qualifications in Management or Finance or Economics or Accounting.
- Minimum of eight (8) years' experience in Liquidation, Insolvency and Bankruptcy
- LLB in Law
- Executive management experience in Business and/or the public sector.

JOB SUMMARY:

The incumbent is responsible for providing leadership in developing and managing the operations of the new office of the Supervisor of Insolvency. The office is charged with developing, implementing and managing a new supervisory framework that will support the objectives of the Bankruptcy and Insolvency Act 2007. Under the direction of the Supervisor, the Deputy is responsible for the developing, establishing and managing key operational functions of the office including: the administration of the insolvency programme involving the filing and processing of insolvency proceedings under the Act; trustee licensing and the managing of the Supervisory framework.

A copy of the Job Specification for the office is available on the Service Commissions Department's website at www.scd.org.tt

Copies of relevant documents **MUST** accompany ALL applications as stipulated on the Application Checklist attached to this advertisement. **All Applicants are advised to follow strictly the guidelines in the Application Checklists.**

Application forms are obtainable from the Service Commissions Department's website at www.scd.org.tt

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE SERVICE COMMISSIONS DEPARTMENT: 3rd April, 2020.

**The Director of Personnel Administration
Service Commissions Department**

**Cipriani Plaza
52-58 Woodford Street
Newtown
Port-of-Spain**

or

**Wilson Road
Scarborough
Tobago**

APPLICATIONS RECEIVED AFTER THE DEADLINE DATE WILL NOT BE CONSIDERED.

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

Director of Personnel Administration (Ag.)