

CIRCULAR MEMORANDUM

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From: Director of Personnel Administration
To: Permanent Secretaries and Heads of Departments
Date: 1st December, 2021
Subject: Notice of Vacancy for the office of Budget Analyst I (Range 53),
Ministry of Finance

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

Applications are invited from suitably qualified officers in your Ministry/Department for the office of **Budget Analyst I (Range 53), Ministry of Finance.**

Particulars relating to the office are outlined below.

Minimum Experience and Training Requirements:

Experience (18 months to 4 years) in the area of public administration and/ or accounting/ auditing, and training as evidenced by possession of a Bachelor's degree in Accounting or Economics or Business Management or Public Sector Management or a related field from a recognized tertiary level institution or Level III of a professional qualification in Accountancy such as the Association of Chartered Certified Accountants (ACCA) or the Chartered Institute of Management Accountants (CIMA) or any other approved equivalent qualification, or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class is responsible for the collation, preparation and administration of the annual budget of relatively small Ministries/ Departments, Statutory Boards and Similar Bodies and the Tobago House of Assembly (THA). Duties include collection of data, analysis of trends, examination of the submission of Draft Estimates of Ministries/ Departments (recurrent and Development Programme Expenditure); providing technical advice and assistance to Ministries/ Departments, Statutory Boards and Similar Bodies, and the Tobago House of Assembly to assist

them in meeting the requirements of the Ministry of Finance Call Circular; determining the status of respective programmes and projects; liaising with appropriate parties or agencies; conducting inspections to verify that budget proposals are properly implemented, assisting in resolving any problems hindering the progress of projects; and ensuring the fulfillment of Government's contractual obligations. Work also involves preparing cases for analysis and review of matters requiring exemption of duties and taxes. Specific instructions are received from a senior analyst but the employee is expected to exercise some initiative and independent judgement in performing his/ her duties within the framework of government's policy. Work is monitored and reviewed by a senior analyst for accuracy and compliance with set standards.

Salary:

Range 53: \$10,341-\$11,960/\$12,795 per month (2013).

A copy of the Job Specification can be accessed [HERE](#).

Interested officers **must** submit their applications **ONLINE ONLY**, on or before but no later than **14th January, 2022 at 12:00 midnight local time.**

Relevant documents **must** be scanned and uploaded with online applications as stipulated on the **INSTRUCTIONS TO APPLICANTS [HERE](#).**

**CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATIONS:
14th January, 2022.**

SHOULD OFFICERS NEGLECT TO UPLOAD/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS AND EVIDENCE OF THEIR EXPERIENCE AND TRAINING, AS OUTLINED IN THE ONLINE INSTRUCTIONS TO APPLICANTS, THE PUBLIC SERVICE COMMISSION WILL BE UNABLE TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND THEY WILL BE DEEMED UNSUITABLE.



Director of Personnel Administration (Ag.)