

CIRCULAR MEMORANDUM

No. 3

F: 14/1/1

TO: Permanent Secretaries and Head of Departments
FROM: Permanent Secretary, Ministry of Finance (Ag.)
DATE: 19, July, 2022
SUBJECT: Notice of Vacancy for the office of Deputy Comptroller of Customs and Excise (Group 3B), Ministry of Finance

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

Applications are invited from suitably qualified officers in your Ministry/Department for the office of **Deputy Comptroller of Customs and Excise, (Group 3B), Ministry of Finance.**

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements

Extensive (over 8 years) experience in all areas of Customs and Excise work and experience in an administrative capacity such as may have been gained in the next lower class and training as evidenced by the possession of a recognized degree in Management, Finance, Law or one of the Social Sciences, or in a related field, supplemented by evidence of having successfully completed the Customs and Excise Officers' full training course as conducted by the Training School of the Division; or any equivalent combination of experience and training.

Distinguishing Features of Work

An incumbent in this office provides managerial support to the Comptroller of Customs and Excise. Work involves assisting the Comptroller of Customs and Excise in the planning, organizing and directing of all activities in one of the functional areas within the Customs and Excise Division. Work also involves contributing to the formulation of policies, reviewing legislation and making appropriate recommendations; and performing administrative responsibilities concerned mainly with the application of various laws as they apply to the work of the Division. Work is performed, with initiative and independent judgment, within the broad framework of established government policies, procedures and applicable Customs and Excise laws and regulations and is reviewed for efficacy and adherence to policy through reports and discussions with the Comptroller of Customs and Excise.

Salary

Group 3B: \$25,370 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 application through their Permanent Secretaries or Heads of Department for endorsement/recommendation and submission to the **Permanent Secretary, Ministry of Finance**. Interested officers, who hold temporary appointments, **must** send their applications through their Permanent Secretary/Head of Department for submission to the **Permanent Secretary, Ministry of Finance**.

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 **Permanent Secretary, Ministry of Finance** on or before but not later than **August 09th, 2022** to:

(Attention: Director, Human Resources)
Permanent Secretary
Ministry of Finance
Ground Floor
Eric Williams Financial Complex
Independence Square
Port of Spain

Applications **must be dropped** into the Box labelled, “Applications for the Office of Deputy Comptroller Customs and Excise Division, Ministry of Finance”.

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 on the websites of the Service Commissions Department at www.scd.org.tt and the Ministry of Finance at www.finance.gov.tt.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE MINISTRY OF FINANCE: AUGUST 09th, 2022

Officers who have applied previously and who still wish to be considered for appointment to the post are advised to re-apply in response to this Notice. Your application should be dated and submitted within the period of this Notice of Vacancy.

A list of shortlisted applicants will be posted in the Ministry of Finance’s website.

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



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Permanent Secretary, Ministry of Finance (Ag.)