

CIRCULAR MEMORANDUM

No. 01/24

MYDNS: 37/5/76

From: Permanent Secretary, Ministry of Youth Development and National Service
To: Permanent Secretaries and Heads of Departments
Date: August 26, 2024
Subject: Notice of Vacancy for the office of Friendly Societies Officer I (Range 29)
Ministry of Youth Development and National Service

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

Applications are invited from suitably qualified officers in your Ministry/Department for the office of **Friendly Societies Officer I, (Range 29) Ministry of Youth Development and National Service.**

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements:

Experience in work of an accounting nature and training as evidence by the General Certificate of Education, Ordinary Level, including passes in English Language and Mathematics, supplemented by the successful completion of a course in elementary book-keeping and accounts, or equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class makes inspectional visits to Friendly Societies to examine records and advise on activities in order to ensure adherence to the Friendly Societies Ordinance(s), Duties include investigating complaints made by members of Friendly Societies, inspecting Accounting records and assisting Societies in implementing or maintaining a proper system of accounting. Assignments are received from a superior officer and work is performed within the framework of established policies and procedures. Work is reviewed for compliance with policies or procedures and legislation.

Salary:

Range 29: \$7,059.00 - \$9,565.00 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 applications through their Permanent Secretaries or Heads of Department for endorsement/recommendation and submission to the ***Permanent Secretary, Ministry of Youth Development and National Service***. Interested officers, who hold **temporary** appointments, must send their applications through their Permanent Secretary/Head of Department for submission to the ***Permanent Secretary, Ministry Youth Development and National Service***.

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 Youth Development and National Service*** on or before but not later than **September 18, 2024** to:

***Permanent Secretary,
Ministry of Youth Development and National Service
2 Elizabeth Street, St. Clair***

Applications must be dropped into the Box labelled “Application for the office of Friendly Societies Officer I, Ministry of Youth Development and National Service”. The box will be located on the ground floor of the Ministry of Youth Development and National Service Building, 2 Elizabeth Street, Port of Spain.

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 at the Ministry of Youth Development and National Service and on the websites of the Ministry of Youth Development and National Service at www.mydns.gov.tt and the Service Commissions Department at www.scd.org.tt

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE MINISTRY OF YOUTH DEVELOPMENT AND NATIONAL SERVICE: SEPTEMBER 18 2024

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. **Your application should be dated and submitted within the period of this Notice of Vacancy.**

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.



**Permanent Secretary (Ag.)
Ministry of Youth Development and National Service**

PERMANENT SECRETARY
MINISTRY OF YOUTH DEVELOPMENT
AND NATIONAL SERVICE