

# CIRCULAR MEMORANDUM

## Circular Reference Number E1/22

MW&T: 32/1/7

**From:** Permanent Secretary, Ministry of Works and Transport  
**To:** Permanent Secretaries and Heads of Departments  
**Date:** October 20, 2022  
**Subject:** **Notice of Vacancy for the office of Director of Drainage (Range 65)  
Ministry of Works and Transport**

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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 **Director of Drainage (Range 65) Ministry of Works and Transport**.

Particulars relating to the office are outlined below:

### Minimum Experience and Training Requirements

Extensive (over 8 years) experience in the practice of Civil Engineering with particular reference of hydraulic engineering and including considerable (4 to 8 years) experience in an administrative capacity and training as evidenced by a degree in Civil or Structural Engineering from a recognized University or Technical Institute; or any equivalent combination of experience and training.

### Distinguishing Features of Work:

An employee in this class is responsible for the efficient planning and execution of all drainage, irrigation, reclamation, river and coastal construction and maintenance work throughout the territory for the collection and dissemination of hydrological data. Work also involves coordination of the three Branches of the Division, directing as regards policy and priority, acting as advisor on all matters dealing with drainage, irrigation, reclamation, river and coastal engineering works and submitting plans and policies concerning the current and projected development of the country in these fields. Work is usually assigned in consultation with the Permanent Secretary and is performed with a degree of initiative and independent judgment. Technical guidance is available from the Chief Technical Officer when required.

Work is subject to review for accomplishment and adherence to policy through inspections, discussions and analysis of reports.

**Salary:**

**Range 65: \$16,802 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 Works and Transport*. 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 Works and Transport*.

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 Heads of Department within sufficient time in order to be received by *The Permanent Secretary, Ministry of Works and Transport* on or before but not later than 10<sup>th</sup> November 2022 to:

**(Attention: Director, Human Resources)**

*The Permanent Secretary,  
Ministry of Works and Transport,  
2-4 London Street, Port of Spain  
10063*

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 Works and Transport; and
- on the websites of the Service Commission Department at [www.scd.org.tt](http://www.scd.org.tt) and the Ministry of Works and Transport at [www.mowt.gov.tt](http://www.mowt.gov.tt).

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE MINISTRY OF WORKS AND TRANSPORT: 10<sup>th</sup> November 2022.**

**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.**

**A list of shortlisted applicants will be posted on the Ministry of Works and Transport'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 YOUR ELIGIBILITY FOR THE OFFICE AND YOU WILL BE DEEMED UNSUITABLE.**

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***Permanent Secretary  
Ministry of Works and Transport***