



TOBAGO HOUSE OF ASSEMBLY

ADVERTISEMENT OF THE OFFICE OF CLERK I (RANGE 14) [TOBAGO]

Applications are invited from suitably qualified persons for the office of Clerk I (Range 14), for the purpose of the recruitment and employment of persons on a temporary basis, in the Tobago House of Assembly and the Office of the Prime Minister, Central Administrative Services, Tobago **only**.

Applicants are advised that **entry into the clerical class shall not be less than seventeen (17) and not more than twenty-three (23) years of age** in accordance with Regulation 5 (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.

Particulars relating to the office are outlined below: -

Minimum Training Requirements: -

The minimum CXC subject requirements for entry to the Clerical Class would be as follows: -

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| i) | English Language
(compulsory) | - General Proficiency, Grade I, II or III
<u>or</u>
Basic Proficiency, Grade I (only) |
| | Mathematics
(compulsory) | - General Proficiency, Grade I, II or III
<u>or</u>
Basic Proficiency, Grade I or II (only) |
| | All other subjects | - General Proficiency, Grade I, II or III
<u>or</u>
Basic Proficiency, Grade I or II (only) |
- ii) the number of CXC passes, including English Language and Mathematics should be: -
- Either** - five (5) subjects, with at least four (4) subjects being at the General Proficiency Level;
- Or** - six (6) subjects with at least three (3) subjects being at the General Proficiency Level.

Distinguishing Features of Work

An employee in this class performs routine clerical and related tasks which require little or no previous experience. Work follows well established procedures and unusual situations are brought to the attention of a senior officer for solution. Detailed instruction and close supervision are received initially and on new assignments. Regular routine assignments may be performed with less supervision and some initiative and limited judgement may be utilized as experience is gained. All work is subject to supervision and is reviewed by a senior officer upon completion for performance, accuracy and adherence to instructions.

Examples of Work

- Performs clerical office work of routine and repetitive nature.
- Registers incoming and outgoing correspondence.
- Sorts and files material in accordance with an already established registry system.
- Receives, locates and prepares material for submission to senior officers for necessary action in accordance with predetermined office procedures.
- Assists in preparation of time and pay sheets, vouchers and requisitions.
- Posts entries in journals and ledgers and performs other simple and routine accounting duties.
- Prepares draft of routine correspondence and other material on direction by a senior officer.
- Assists in taking inventory of stock, furniture and other equipment.
- Performs routine counter work at offices and institutions and assists the public and other government officials in simple, straightforward matters.
- Prepares licences, certificates and other documents for issue to members of the public.
- Carries out incidental typing and operates other standard office equipment which do not require specific training.
- Supervises individuals and groups of subordinate unskilled workers, including daily paid workers.
- Performs related work as may be required.

Required Knowledge, Skills and Abilities

- Ability to learn assigned clerical tasks readily and to adhere to prescribed rules and regulations.
- Ability to learn to operate standard office equipment.
- Ability to speak fluently and read and write correct English.

- Ability to establish and maintain effective working relationships with colleagues and members of the public.

SALARY:

(Range 14) - \$5045-\$5905/ \$6027 -\$6266 (2013)

Persons wishing to apply can access the Application Form and the Application Checklist at the Tobago House of Assembly, Naresh Persad's Building, Bacolet Street, Scarborough, Tobago or on the websites of the Tobago House of Assembly at www.tha.gov.tt and the Service Commissions Department at www.scd.org.tt

APPLICANTS ARE ALSO ADVISED THAT PERSONS SELECTED FOR TEMPORARY APPOINTMENT WILL BE REQUIRED TO SERVE IN TOBAGO.

Interested persons must send their application to the **Chief Administrator, Tobago House of Assembly** no later than **July 08, 2022**.

A list of shortlisted applicants will be posted on the website of the Tobago House of Assembly.

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

Chief Administrator
Tobago House of Assembly