



# **CIRCULAR MEMORANDUM**

Circular No. 28 of 2024

THA: (P)2/9/5

**From :** Chief Administrator  
Tobago House of Assembly

**To :** Permanent Secretaries and Heads of Departments

**Dated :** April 02, 2024

**Subject :** Notice of Vacancy for the office of Principal, Kendal Farm School (Range 53), Tobago House of Assembly

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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 establishment of your Ministry/Department.

Applications are invited from suitably qualified officers in your Ministry/ Department for the office of Principal Kendal Farm School (Range 53), Tobago House of Assembly.

Particulars relating to the office are outlined below:-

## **Minimum Experience and Training Requirements**

Experience in the field of Farm Management and Training as evidenced by the possession of a degree from a recognized university in Agriculture; or any other equivalent combination of experience and training.

## **Distinguishing Features of Work**

An employee in this class is responsible for the development and administration of a residential Farm School. Work involves organizing, planning and restructuring the curriculum of the school to suit local needs; organizing teaching and agricultural programme and ensuring proper coordination between the theoretical and practical aspect of courses; supervising subordinate staff and exercising general control over the students of the institution. The employee exercises a considerable degree of initiative and independent judgement within the framework of established policies and his work is subject to administrative review by a superior for results achieved.

**SALARY:** - (Range 53) \$10,341 - \$11,960/ \$12,795 (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/Heads of Departments for endorsement recommendation and submission to the Chief Administrator, Tobago House of Assembly.

Interested officers who hold temporary appointments must send their applications through their Permanent Secretaries/Heads of Departments for endorsement recommendation and submission to the Chief Administrator, Tobago House of Assembly.

**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 Secretaries/Heads of Departments within sufficient time in order to be received by the Chief Administrator, Tobago House of Assembly on or before but no later than **April 23, 2024** to:-

**The Chief Administrator  
Tobago House of Assembly  
Administrative Complex,  
Calder Hall,  
Scarborough,  
Tobago.**

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 Tobago House of Assembly; and
- On the websites of the Service Commissions Department at [www.scd.org.tt](http://www.scd.org.tt) and the Tobago House of Assembly at [www.tha.gov.tt](http://www.tha.gov.tt)

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE TOBAGO HOUSE OF ASSEMBLY: April 23, 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 CHIEF ADMINISTRATOR WILL BE UNABLE TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND THEY WILL BE DEEMED UNSUITABLE.**

  
**Chief Administrator  
Tobago House of Assembly**