



# CIRCULAR MEMORANDUM

Circular No. 37 of 2025

THA (P): 2/9/7

To : Permanent Secretaries and Heads of Departments

From : Chief Administrator  
Tobago House of Assembly

Date : July 03, 2025

Subject : Notice of Vacancy for the office of Assistant School Farm Attendant (Range 8), 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 Assistant School Farm Attendant (Range 8), Tobago House of Assembly.

Particulars relating to the office are outlined below:-

## Minimum Experience and Training Requirements:-

Some (6 to 18 months) experience in routine agricultural work and training as evidenced by the possession of the Primary School Leaving Certificate or any equivalent combination of experience and training.

## Distinguishing Features of Work

An employee in this class assists in the raising and care of crops and/or livestock on a school farm devoted to agriculture or school garden. Work is of a routine nature involving the cultivation of land, caring for animals and keeping their pens clean. Work is performed under supervision and is reviewed for compliance with directives by a superior officer.

## Salary:

**Range 8 - \$4,660 – \$5,302 / \$5,586 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/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 Secretary/Head of Department for 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 Secretary/Head of Department within sufficient time in order to be received by the Chief Administrator, Tobago House of Assembly on or before but no later than **July 17th, 2025 at 4:15 pm** 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: July 17, 2025 at 4:15 PM.**

**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