



CIRCULAR MEMORANDUM

Circular No. 57 of 2025

THA (P): 2/9/10

From : Chief Administrator
Tobago House of Assembly

To : Permanent Secretaries and Heads of Departments

Date : October 22, 2025

Subject : Notice of Vacancy for the office of School Farm Attendant (Range 14C), Tobago House of Assembly.

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 School Farm Attendant (Range 14C), Tobago House of Assembly.

Particulars relating to the office are outlined below:-

Minimum Experience and Training Requirements:

Experience (18 months to 4 years) in agricultural work and training as evidenced by the possession of a School Leaving Certificate or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class is responsible for the raising and care of crops and/or livestock on a school farm devoted to diversified agriculture. The employee may assist in trial experiments and gives demonstrations as directed by a supervisor. Routine duties are performed independently but work is reviewed by a supervisor for accomplishment and compliance with procedures and directives.

Salary:

Range 14C - \$5,400 - \$5,905/ \$6,266 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 not later than **November 04th, 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 and the Tobago House of Assembly at www.tha.gov.tt.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE TOBAGO HOUSE OF ASSEMBLY: November 04th, 2025 at 4:15 PM.

SHOULD OFFICERS NEGLECT TO ATTACH/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS AND CLEAR EVIDENCE OF THEIR 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

**CHIEF ADMINISTRATOR
TOBAGO HOUSE OF ASSEMBLY**