

CIRCULAR MEMORANDUM #1 OF 2025

MPU: 15/3/10 Vol I Sub I

From: Permanent Secretary, Ministry of Public Utilities
To: Permanent Secretaries and Heads of Departments
Date: January 14, 2025
Subject: **Notice of Vacancy for the office of Deputy Chief Electrical Inspector, (Range 59D), Ministry of Public Utilities**

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 Deputy Chief Electrical Inspector (Range 59D), Ministry of Public Utilities.

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements:

Considerable (4 to 8 years) professional experience in the inspection of electrical installation and equipment including experience in an administrative capacity and training as evidence by a Bachelor of Science Degree in Electrical Engineering from a recognized University, Technical Institute or College; or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class assists in organizing, planning, directing and coordinating all activities of the Electrical Inspectorate. Work involves participating in, and supervising employees engaged in the inspection of electrical installations and equipment in all private and public establishments to ensure conformance with Electrical Ordinances, Rules and Regulations and evaluating new techniques in the field of electrical engineering. Work requires co-ordination with the Ministry of Education through the Board of Industrial Training on the assessment of the qualifications for the granting of Wiremen's Licenses under the Ordinance. Work requires advising Local and Foreign consultants on the interpretation of engineering practices in relation to the existing ordinances, codes of practice and regulations. The employee exercises considerable independent judgment in making technical decisions within the framework of the relevant ordinances and established policies. Work is reviewed by a superior officer through reports and discussions to evaluate employee's performance.

Salary

Range 59D...\$12,286.00 / \$13,936 per month (2013)

Application 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 Public Utilities**. 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 Public Utilities**.

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 Head of Department within sufficient time in order to be received by **The Permanent Secretary, Ministry of Public Utilities** on or before but not later than **Monday 3rd February, 2025 at 4.15 pm** to:

**Permanent Secretary
Ministry of Public Utilities
1 Alexandra Street, St. Clair, Newtown
Port of Spain**

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 Public Utilities**; and
- on the websites of the Services Commissions Department at www.scd.org.tt and the Ministry of Public Utilities www.mpu.gov.tt

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE MINISTRY OF PUBLIC UTILITIES: 3rd February, 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 PERMENENT SECRETARY WILL BE UNABLE TO DETERMINE THEIR ELIGIBLITY FOR THE OFFICE AND THEY WILL BE DEEMED UNSUITABLE.



**Permanent Secretary
Ministry of Public Utilities**