



SERVICE COMMISSIONS DEPARTMENT

*Cipriani Plaza
59-61 Cipriani Boulevard
Port of Spain, Trinidad, W.I.
Tel: (868) 623-2991-6/Fax: 623-5972
email: scd006@tstt.net.tt*

22nd June, 2017

Mr. Douglas Mendes SC
President,
Law Association of Trinidad and Tobago,
2nd Floor
95 -97 Fredrick Street,
Port- of- Spain.



Dear Sir,

The Public Service Commission has agreed that an advertisement for the position of Co-Chairman of the Standing Disciplinary Tribunal (on contract) Service Commissions Department be issued to the Law Association of Trinidad and Tobago for dissemination to its members.

The enclosed advertisement for the position of Co-Chairman of the Standing Disciplinary Tribunal (on contract) Service Commissions Department is submitted to you for dissemination to your members

Your kind cooperation would be greatly appreciated.

Yours respectfully,

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Ag Director of Personnel Administration



SERVICE COMMISSIONS DEPARTMENT

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified persons for employment on contract for a period of three (3) years as Co-Chairman of the Standing Disciplinary Tribunal of the Service Commissions.

MINIMUM REQUIREMENTS

- (i) LLB and a LEC – Legal Education certificate;
- (ii) Admission to practice Law in Trinidad and Tobago;
- (iii) Not less than 10 years practicing law or legal advising position;
- (iv) Experience (18 months to 4 years) in Public Administration;
- (v) Over 50 years of age and should have retired from the Public Service in an office no lower than Range 68.

KIND OF WORK

Sit as a Co-Chairman of a three-member Disciplinary Tribunal, to hear evidence and find facts in respect of disciplinary charges preferred against public officers, falling under the purview of the various Service Commissions.

Salary - \$13,400.00 per month

Transport Allowance - \$1,100.00 per month

SUBMISSION OF APPLICATIONS

Applications must be accompanied by a full résumé giving details of qualifications and experience. The Commissions do not bind themselves to make an appointment from amongst the persons who apply.

Applications enclosed in sealed envelopes marked Standing Disciplinary Tribunal should be delivered by hand or registered mail no later than **14th July, 2017** to:

**Director of Personnel Administration
Service Commissions Department
Cipriani Plaza
52-58 Woodford Street
Port of Spain**

For further details, persons wishing to apply can access the Notice of Vacancy and the Job Specification at the Service Commissions Department and on the website at www.scd.org.tt

Persons who have applied previously and who still wish to be considered for the position are advised to re-apply in response to this Notice.

Incomplete and unsuitable applications will not be acknowledged.

Please see the website for details on:

- a) Information/documents to be submitted; and
- b) Applications which are deemed incomplete and unsuitable.