



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 57

Caroni, Trinidad, Friday 13th April, 2018—Price \$1.00

No. 47

490

ELECTIONS AND BOUNDARIES COMMISSION

CONFIRMATION OF APPOINTMENT

THE following arrangement is notified for general information:

Confirmation

Name	Rank of Officer	Date
Ms. Shirley Alexander	Cleaner I (Range 4)	1st January, 2012

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MARRIAGE OFFICER'S LICENCES GRANTED

LICENCES dated 9th April, 2018 have been granted to the undermentioned Ministers of Religion to be Marriage Officers for the purposes of the Marriage Act, Chap. 45:01.

By Command

9th April, 2018.

F. AL-RAWI
Attorney General

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
Jesus Christ Open Heart Love Ministry	Ezekiel Innocent	No. 177 Mussurap Trace Upper Barrackpore	Jesus Christ Open Heart Love Ministry No. 34 Tin Pan Alley Trace Barrackpore
Exodus Intercessory and Deliverance Ministry	Yvonne Germaine Mulraine	No. 38 Woodbine Estate Upper Bournes Road St. James	Exodus Intercessory and Deliverance Ministry No. 66 Independence Square Port-of-Spain
Heaven Touching Earth International Ministries	Gillian Nichole Selkridge	No. 8 Birchwood Boulevard Scotland Drive Extension Cocoyea, San Fernando	Heaven Touching Earth International Ministries No. 89–90 Montrose Main Road, Chaguanas
Roman Catholic Church ...	Kenneth Robert Phillips	No. 15 Calder Hall Trace Government House Road Tobago	St. Joseph Roman Catholic Church, Bacolet Street Scarborough, Tobago

NOTICE OF VACANCY FOR THE OFFICES OF DIRECTOR OF GENDER AFFAIRS (RANGE 60), AND MANAGER, DOMESTIC VIOLENCE UNIT (RANGE 54E) OFFICE OF THE PRIME MINISTER (GENDER AND CHILD AFFAIRS)

Applications are invited from suitably qualified officers in your Ministry/Department for the offices of Manager, Domestic Violence (Range 54E) and Director of Gender Affairs (Range 60) in the Office of the Prime Minister (Gender and Child Affairs).

(1) Director of Gender Affairs (Range 60)

Minimum Experience and Training Requirements

Extensive **(more than (8) years)** experience in social work, specializing in gender issues including **(18 months and up to 4 years)** experience in administrative work such as may have been gained in the next lower class; and training as evidenced by possession of a recognized degree in Social Work or any equivalent combination of experience and training .

Salary:

Range 60: \$14,123 per month (2013).

(2) Manager, Domestic Violence Unit (Range 54E)

Minimum Experience and Training Requirements

Considerable **(more than 4 years and up to 8 years)** experience in the field of Social Work including **(18 months and up to 4 years)** experience in a supervisory capacity which may have been gain in the next lower class; and training as evidenced by the possession of a recognized degree in Social Work or any equivalent combination of experience and training.

Salary:

Range 54E: \$11,581 - \$12,106/\$12,954 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 or Heads of Department for endorsement/recommendation and submission to The Permanent Secretary, Office of the Prime Minister (Gender and Child Affairs). Interested officers, who hold temporary appointments, **must** send their applications through their Permanent Secretary/Head of Department for submission to The Permanent Secretary, Office of the Prime Minister (Gender and Child Affairs).

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, Office of the Prime Minister (Gender and Child Affairs) on or before but not later than **Friday 13th April, 2018** to:

**The Permanent Secretary, Office of the Prime Minister, (Gender and Child Affairs),
Level 21, Tower D
International Waterfront Centre
1A, Wrightson Road
Port-of-Spain.**

For further details, officers are advised to access the Notice of Vacancy, Application Forms, Job Specification and the Application Checklist at:

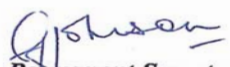
- the Office of the Prime Minister's websites at: www.opm.gov.tt and www.opm-gca.gov.tt and
- the Service Commissions Department's website at: www.scd.org.tt.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE OFFICE OF THE PRIME MINISTER:
13th April, 2018.**

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.

A list of shortlisted applicants will be posted on the Office of the Prime Minister's websites one (1) month after the closing date.

SHOULD OFFICERS NEGLECT TO ATTACH/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS, EXPERIENCE AND TRAINING AS OUTLINED IN THE APPLICATION CHECKLIST, THE PERMANENT SECRETARY WILL BE UNABLE TO DETERMINE YOUR ELIGIBILITY FOR THE OFFICE AND YOU WILL BE DEEMED UNSUITABLE.


**Permanent Secretary
Office of the Prime Minister
(Gender and Child Affairs)**



Government of the Republic of Trinidad and Tobago
MINISTRY OF FINANCE

Inland Revenue Division

Notice of Vacancy

Tax Officer I (Range 34) – Inland Revenue Division

JOB SUMMARY:

Kind of Work

Work in the assessment of various taxes and duties and field work in the collection of outstanding taxes and duties.

MAIN DUTIES AND RESPONSIBILITIES:

An employee in this class performs responsible duties in the examination of Income Tax returns of employees and traders to determine tax liability. Performs field work in the collection of outstanding tax through levy, sales or other authorized means. Duties include interviewing taxpayers in case of doubt, inspection of cinemas to ensure correct payment of entertainment tax, assessment of Estate and Succession duties. Work also involves visiting the taxpayers' homes and business places and investigating the reasons for the non-payment of the delinquent accounts, PAYE, Quarterly instalments, etc. The employee is also required to interpret the more routine aspects of the tax and other allied laws, and to explain policies and procedures to tax payers and to encourage prompt settlement of their accounts. Work is reviewed for compliance with procedures and methods.

Examples of Work

Examines Income Tax returns of employees and traders as well as supporting statements, of accounts to determine tax liability. Issues call notices in doubtful cases and interviews members of the public with reference to points arising from their income tax returns. Assesses Estate and Succession duties; assesses documents relating to Stamp and other duties and miscellaneous taxes. Investigates and reports on outstanding taxes, duties, etc., and arranges to collect through levy, sale and other authorized means. Renders taxpayer assistance re: the laws, policies and procedures. Investigates and reports on delinquent accounts and makes appropriate recommendations. Maintains records and statistics on work accomplishments. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of tax and allied laws and departmental policies and procedures relating thereto. Some knowledge of accounting procedures. Ability to examine Tax and other returns and to interpret financial statements to determine tax liability. Ability to establish and maintain effective working relationships.

EXPERIENCE AND TRAINING:

Experience in the assessment of tax returns and in the collection of taxes, duties, etc., and the possession of a General Certificate of Education, Ordinary level with passes in five subjects including English Language and Mathematics, supplemented by the successful completion of an in-service Tax Course.

APPOINTMENT OF A PRIVATE WAREHOUSE
(*Customs Act, Chap. 78:01*)

IN EXERCISE of the powers conferred upon the Comptroller of Customs and Excise under the provisions of section 263(2) of the Customs Act, Chap. 78:01, I, Kathy Ann Yearwood Matthews, Acting Comptroller of Customs and Excise, do hereby appoint the place specified in the Schedule hereunder to be a Private Warehouse for the storage, pending entry for home consumption or export, of the following goods, as shall be warehoused by or in the Private Warehouse of Messrs. Agostini's Limited and its Group of Subsidiary Companies of Chootoo Road, El Socorro, San Juan: medical equipment, pharmaceuticals, assorted toys, alcoholic beverages, assorted foods, assorted housewares, electrical articles, photographic materials, printing machines, petroleum products, x-ray equipment and films and such other goods as I may subsequently approve.

SCHEDULE

An enclosed area measuring 45.72 metres by 12.19 metres comprising 557.33 square metres in the southern end of the Eastern Complex of buildings which is constructed of concrete walls and galvanized roofing. The actual bonded area comprises concrete walls on the eastern, western and southern sides and BRC wire fencing on the northern side.

The proposed Customs warehouse is bounded in the north by Hand Arnold Warehouse Administration offices and Chootoo Road, in the south by Patraj Trace, in the west by the main Hand Arnold Warehouse and in the east by Miguel Moses Warehouse Complex.

6th April, 2018.

K. YEARWOOD MATTHEWS
Acting Comptroller of Customs and Excise