



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1412

SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Public Health [2019 Novel Coronavirus (2019-nCoV)] (No. 31) Regulations, 2020—(Legal Notice No. 349 of 2020).

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SERVICE COMMISSIONS DEPARTMENT ADVERTISEMENT OF VACANCY

For the office of Registrar (Group J5), Environmental Commission

Applications are invited from suitably qualified persons for appointment to the office of **Registrar (Group J5), Environmental Commission**.

The incumbent is required to provide administrative, clerical, legal and judicial support services to the Environmental Commission. This position is responsible for the day-to-day running of the Court and the maintenance of the building and equipment etc.

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

Minimum qualifications:

- *LLB and a LEC – Legal Education Certificate*
- *Admission to practice Law in Trinidad and Tobago*

Minimum Experience:

- *Five (5) years experience in professional legal work as an Attorney-at-Law*
- *Experience in professional legal work such as may have been gained in the lower classes or in the private practice including administrative experience and training*

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SKILLS

- *Extensive knowledge of the practices and principles of Environmental Law*
- *Extensive knowledge of the techniques and methods of office management*
- *Excellent interpersonal skills*
- *Excellent communication skills both written and oral*
- *Excellent management and supervisory skills*
- *Excellent analytical and problem solving skills*
- *Excellent computer skills*

Salary:**Group J5: \$23,750 - \$24,620 per month**

For further details persons wishing to apply can access this Notice, the Application Form and the Job Specification on the website at www.scd.org.tt

Interested persons must submit their applications no later than **13th November, 2020** to **The Director of Personnel Administration, Service Commissions Department:**

**Cipriani Plaza
52-58 Woodford Street
Newtown
Port-of-Spain**

Or

**Wilson Road
Scarborough
Tobago**

Persons 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 Advertisement.

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
- c) The Application Checklist

EXPERIENCE AND TRAINING RELEVANT TO THE OFFICE SHOULD BE CLEARLY STATED TO DETERMINE APPLICANT'S ELIGIBILITY