

TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

Vol. 61

Caroni, Trinidad, Wednesday 28th September, 2022-Price \$1.00

No. 169

1436

VACANCY FOR THE OFFICE OF PUBLIC HEALTH INSPECTOR II (RANGE 40F) MINISTRY OF RURAL DEVELOPMENT AND LOCAL GOVERNMENT

APPLICATIONS are invited from suitably qualified officers in your Ministry/Department for the office of Public Health Inspector II (Range 40F), Ministry of Rural Development and Local Government.

Particulars relating to the office of Public Health Inspector II are outline below:

Distinguishing Features of Work:

An employee in this class performs duties in specific areas of environmental health either in surveillance of food establishments, abattoirs, food processing plants, containerised cargo, food storage warehouses and ports of entry for foodstuff into the country or quarantine control measures at sea and airports or insect vector and rodent control measures against the spread of disease or surveillance and control of endemic, epidemic and communicable and infectious diseases or any other related field of Public Health. Duties include inspection of food shops and outlets (wholesale and retail), abattoirs, meat and food processing plants, sea going craft and aircraft, the adoption of measures necessary against the spread of and the control of communicable and infectious diseases and enforcement of public health laws. Employee supervises subordinate inspectors and auxiliary staff engaged in the particular and specified areas of public health and environmental sanitation. Work is performed with some independence and initiative and is reviewed through technical reports and conferences for conformity to programmes, policies and procedures.

Minimum Experience and Training Requirements:

Experience (18 months to 4 years) in environmental health work as may have gained in the next lower class and training as evidenced by the possession of a Diploma for Public Health Inspectors and specialised training as evidenced by the possession of a Certificate in a specialised area such as Meat and other Food Inspection, vector Control, Quarantine Control or Epidemiology, or any equivalent combination of experience and training.

Salary:

Range 40F: \$9,971-\$10,187/\$10,835 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 application through their Permanent Secretaries or Heads of Department for endorsement/recommendation and submission to the Permanent Secretary, Ministry of Rural Development and Local Government. 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 Rural Development and Local Government.

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 Rural Development and Local Government on or before but not later than 16th September, 2022 to:

Attention: Director, Human Resources The Permanent Secretary Ministry of Rural Development and Local Government Kent House Maraval.

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TRINIDAD AND TOBAGO GAZETTE [September 28, 2022]

VACANCY FOR THE OFFICE OF PUBLIC HEALTH INSPECTOR II (RANGE 40F) MINISTRY OF RURAL DEVELOPMENT AND LOCAL GOVERNMENT-CONTINUED

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 Rural Development and Local Government and The Service Commissions Department at www.scd.org.tt and the Ministry of Rural Development and Local Government at www.rdlg.gov.tt.

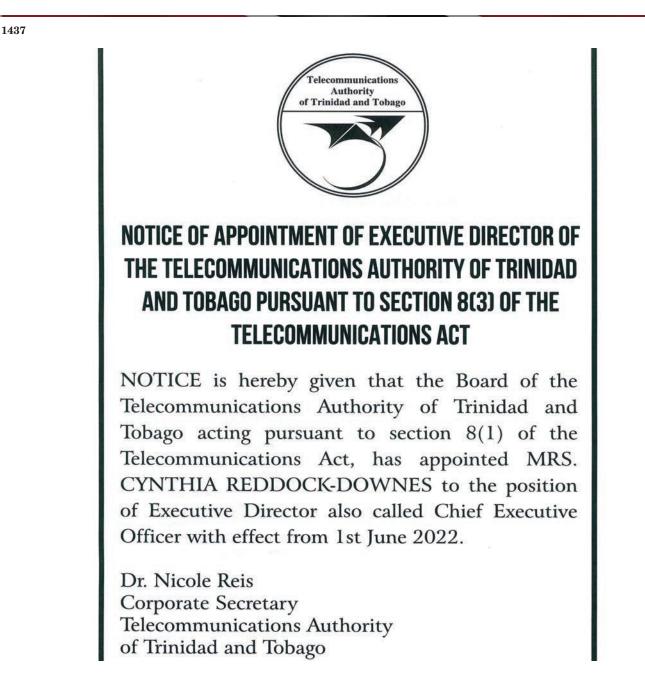
Closing date for receipt of applications in the Ministry of Rural Development and Local Government is the 16th September, 2022.

Officers who responded to the Notice of Vacancy for the office of Public Health Inspector II issued on 29th May, 2019 with closing date 21st June, 2019 must submit an application in response to this Notice to be considered for the office.

A list of shortlisted applicants will be posted on the Ministry of Rural Development and Local Government's website.

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

> D. BASCOMBE Permanent Secretary Ministry of Rural Development and Local Government





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UPDATED PUBLIC STATEMENT 2016 OF THE TRINIDAD AND TOBAGO ASSOCIATION FOR THE HEARING INMAIRED-Continued

<	17 - BOARD OF DIRECTORS	get & Finance	Audit Committee HR	Committee Membership Committee	Education Committee
	GENERAL MANAGER				
1- Sr 2 - S	ARTMENT - 1-Clerk/Typist - (P) 1-Chauffeur/Me ecial Project Implementor (C), 1- Special Project gn Language Interpreters (C) (Any OJT sent from leaf) 1 - Groundsman (P) 1 - Handyman/Driver	Assistant (C) Min. of Labour) 1- C	1- Accounting Assistant	RT OF ADMIN) – 1- Accountant (P) (P), 1 - Clerk III (P), 1 – Clerk I (P),) (C) 1 – Part-time Cleaner (Stores Financial Consultant (C)	
ORETCHI (Diagnostic Dept.)	CASCADE SCHOOL FOR THE DEAF	AUDREY JEFFEF	S SCHOOL FOR THE DEAF	TTAHI - SECURITY	•
I - Director/Coordinator (P) (i of DRECHI Department) I - Clerk/Typist (P) - Audiologist (C) - Clinical Research Audiologi: - Infant Hearing Screening (C) I- Hearing-Aid Technician (P) Laboratory Assistant (P)(De Speech & Language Therapi Social Worker (P) - Clerical Assistant - One Stop - Clerical Assistant - One Stop I - Cleancel (P) (Dea7) I - EANT. Doctor (V) - Telephone Operator (C) - Customer Service Represent	n charge of as the Marron. (Supervisor all staff excluding the Principal & Teachers, i.e. House Mother 1(9), 1 Groundsman t (C) 1 Caretaker (P), 1 Part-time Washer, Part-Time Ironer, 2 – Maids (P) Cook II (P) (Supervisor to Kitchen Sta ie. 2 - Cook I (2 P, 1 Deaf) t (P) (Deaf) Shop (C)	vn school count but 1 - Janitor (P) 1 - Groundsman	er I (P) (included in Cascade t stationed in AJSFD)	1 - Security Supervisor 12 - Security Officers - (all on contracts) 6 - Deaf 7 - Hearing	
- customer service represen	auve (C)				TTAHI Organizational
	Key Interpretation - V - means				Structure
	P - means C - means	Permanent Contract			
	D - means				
cordance with best practic d provide monthly reports of Family Service-the line is government subvention indated by government the nancial reports to the BOD juired for year-end audit a General Manager. Treas <u>ministration</u> is department provides re er support services to As nmer in support of the acl e core function of this dep mmunication support services to As nmer in support of the acl e core function of this dep mmunication support services batment. e Sign Language Interpr able interpreting of TTAS the Hard of Hearing, d/De mmunication within the As individuals involved are im indard in complea well as in cons	curement and purchasing and ensure the e. To manage budgets, revenues and ca to the Board and Ministry of Social Deve Winistry on the revenue and expenditure and adhere to prescribed practice on poli- rough the General Manager. To provide inclusive of bank reconciliations and sch nd the Annual General Meeting (AGM). urer of the Board oversees this department levant and timely information, administra sociation clients and in a timely and profe- nievement of Association goals and objec artment is to provide administrative and ices to the executive, senior staff and the uage Interpreting Team forms part of this eting Team aims to provide transparent L (Trinidad and Tobago/ American Sign I af and hearing communities for effective sociation and externally. The needs of the te to the highest ethical, professional an international standards signed and ratifie uiting with the established academic and e core functions of the Sign Language In	ash flows elopment based on icy as monthly edules Reports to ent. tive and essional tives. e related s and Language) he audience d technical ed by the expert	staff to the d/Deaf/Hc Submit reports to the of Department (HOD of the school. The Cascade School (33) students. Currer establishment caters those with financial c Matrons work on a d care is provided. The are attended to with i development. Studer 1. A regiment well as on 2. 3 daily mea Matrons. 3. On or off th activities st • Steel • Foott • Zumt 4. Supervised 5. Time for so	ed daily routine before and after weekends. Ils, snacks and lunchtime super e compound access to schedul ich as: pan music class pall practice pa class homework and study sessions	Association mandate, basis through Heads al and HSE functions modates thirty-three dging. This in remote areas or ally commute. House I/7 supervision and dds of the students aceted personal r the school day as vision by House ed, after school
 Removing the stigma of the d/Deat/HoH community existing firmly in a charity paradigm. 		DRETCHI (Diagnostic Research Educational Therapeutic Centre for the Hearing Impaired) The department is responsible for providing audiological evaluation,			
Lang	ntivizes public to pursue careers includin guage Interpreting and SLIs to further de			, ENT services, hearing aid fitting	
	Supports and valorises Deaf Interpreters and		Services offered at DRETCHI		
 Fost 	encourages deaf persons to further linguistic education Fosters collaboration and partnerships with the Deaf community and interpreters		The Trinidad and Tobago Association for the Hearing Impaired (TTAHI) provides a variety of Audiological services to the public via its clinical unit		
Sub	munity and Interpreters sidizes the improvement of the local infra	astructure	- DRETCHI.	Usering Testing	
	ign Language interpreting tributes to a culture of improved accessit	bility and	1001_72+070++XVV0140140	Hearing Testing	
qual • Allo	ity of life for the d/Deaf/HoH community of v seamless communication between the of bearing with Hearing individuals and	of T&T. Deaf and	hearing test consists	or adults and children aged 1- 1 of otoscopy, tympanometry, ac is testing, pure tone audiometry	oustic reflex testing,

etc.

Allow seamless communication between the Deaf and Hard of hearing with Hearing individuals and vice versa.

[September 28, 2022] TRINIDAD AND TOBAGO GAZETTE

UPDATED PUBLIC STATEMENT 2016 OF THE TRINIDAD AND TOBAGO ASSOCIATION FOR THE HEARING INMAIRED—Continued

Complaint/suggestion files 2 Inventory files Records and documents relating to the strategic review of the Neonatal Hearing Screening for bables up to 12 months of age. 10. 11. Babies with risk factors for hearing loss are often referred from neonatal intensive care units from various birthing hospitals. Babies who do not pass their Association, its Departments and Committees Contracts, agreements, leases, deeds, concessions and licences. Legal opinions and related matters neonatal hearing screen are subsequently scheduled for diagnostic ABR testing. 13. Minutes/Agenda of meetings attended by the Association 14. Archival documents 3. Tinnitus Therapy Patients with loud or persistent tinnitus are candidates for tinnitus therapy which Documents containing feedback/ review of policy documents Policy and Procedure Documents includes sound therapy with using Bhramari Pranayama breathing techniques. Relevant articles and Gazettes Manuals 4 ABR (Auditory Brainstem Response) 19. Annual General Meeting and Special General Meeting Reports This test provides an accurate, objective estimation of hearing for babies who b. Publications: have not passed their neonatal hearing screening and persons who are unable to sit for a traditional hearing test. Note: the child must sleep deeply and remain Surveys Advertisement of events, vacant positions etc. motionless for this test to be performed. c. Forms: Freedom of Information Act forms 1. 2. Patient Feedback Forms 3. Membership Forms 5. **Hearing Aid Fitting** Under the Government of the Republic of Trinidad and Tobago (GORTT) free d. Audio Visuals: hearing aid programme, patients with sensorineural/permanent conductive hearing loss are fitted with BTE (Behind the Ear) hearing aids which are Videos for Social Media, videos containing sign language translations of content/ memos/ announcements etc. of the Association calibrated to unique specifications Section 7 (1) (a) (iii) Material prepared for publication or inspection 6 Hearing Screening for adults/children The public may inspect and/or obtain copies of material between the Pure tone audiometry screening is routinely performed on-site and off-site in the wider community for children (>5yrs old) and adults using a portable hours of 7:000 a.m. to 3:00 p.m. Monday - Friday at the following offices: audiometer. The Trinidad & Tobago Association for the Hearing Impaired 7. Earmolds/plugs (Hearing protection) #13c Wrightson Road, Port of Spain Tel: 623-0613 ext. 2304 DRETCHI makes earmolds customized to fit a patient's ear which can be used to protect hearing, block water and fit hearing aid components snugly. E-mail: association@ttahi.org 8. Repairs The following documents may be accessed at the website A trained hearing aid technician performs basic repairs, troubleshooting and www.ttahi.org cleaning of all hearing aids for all paediatric and adult patients. Social Services TTAHI Newsletter April 2019 Consultation with and counselling of d/Deaf Hard of Hearing persons and their families, assisting them with psychosocial issues associated with deafness and The Trinidad & Tobago Association for the Hearing Impaired has no literature available via the FPIA website. refer to other resources as deemed necessary. Section 7(1) (a) (Iv) Literature available by Subscription: -The Trinidad & Tobago Association for the Hearing Impaired has no literature 10. Speech Therapy Adults and Children exhibiting speech and language delays or challenges are provided expert individualized sessions to improve communication. available by way of subscription. Section 7 (1) (a) (v) Procedure to be followed when accessing a document from the Trinidad 11. Hearing Aid Accessories & Tobago Association for the Hearing Impaired: -Various hearing aid batteries, Dri-Aid Kits (jars containing desiccant and which ensure the longevity of a hearing aid) & Earguards (which protect the hearing aid) are available to the public. General Procedure In order to have the rights given to applicants by the FOI Act (for example the In order to have the rights given to applicants by the FOI Act (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The Request for Access to Official Documents form can be accessed at our Reception/Lobby areas or it may be downloaded from the website www.foia.gov.tt. The relevant information that must be provided to the Association includes: 13. Hearform Program Patient information is stored and catalogued digitally. 14. Cochlear Implant Switch-On/Mapping Name of Applicant (full name preferred) Contact information Programming a cochlear implant to the custom specifications and needs of its Information requested and format to provide the information 0 Date of request 15. Preparation for Hearing Test Evaluation Signature of applicant Patients are guided through the appointment process and sensitized to the steps for preparation for a Hearing Test Evaluation. Reminder notifications are sent to patients the day before their appointment. Applications should be addressed to the Designated Officer of the Association Section 7 (1) (a) (ii) Categories of Documents maintained by the Trinidad & Tobago Association for (see Section 7 (1) (a) (vi)) the Hearing Impaired :-Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is a. Files, Records, Manuals, Documents: provided, clarification will be sought from you. If you are not sure how to write Thes, records, manuals, bocuments: Brochures, fivers and handouts providing general information about ear care, speech and hearing milestones, sensorineural hearing loss, Tinnitus etc. Brochures, fivers and handouts providing general information about sign language, the manual alphabet in ASL and TTSL etc. your request or what details to include, communicate with our Designated Officer/s. The applicant will be contacted within thirty (30) days of the receipt of the request by the Association (that is, the received stamp date) and the applicant will be notified by the Designated Officer that the request has been received and is being considered. After determining if the request can be 3. Files dealing with the accounting and financial management function of the Association. Files dealing with circulars, memoranda, notices, bulletins 4. made available to the applicant (approval), the applicant is informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal) then the applicant Files dealing with official functions, conferences and events hosted and Financial Records (cheques, vouchers, receipts, journals, vote books, salary records etc.) is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOI Act. 6. Files dealing with matters relating to the procurement of supplies, services and equipme Internal and external correspondence files 7. Requests not handled under the FOIA Patient files

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UPDATED PUBLIC STATEMENT 2016 OF THE TRINIDAD AND TOBAGO ASSOCIATION FOR THE HEARING INMAIRED—Continued

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows: a. Documents which contain information which is open to public access, as part of a Section 9 (1) (f) A report prepared for the Association by a consultant who was paid for preparing the report. public register b. Documents which contain information that is available for purchase by the public Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority
 Documents which are stored for preservation or safe custody Section 9 (1) (g) A report prepared within the Association and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project. Section 7 (1) (a) (vi) Officers in the Association responsible for: -There are no statements to be published under this subsection at this time. The initial receipt of and action upon notices under Section 10; Requests for access to documents under Section 13; and Applications for correction of personal information under Section 36. Section 9 (1) (h) A report on the performance or efficiency of the Association, or of an office, division or branch of the Association, whether the report is of a general (2) (3) The Designated Officers for the Trinidad & Tobago Association for the Hearing nature or concerns a particular policy, programme or project administered Impaired are: by the Associatio Section 9 (1) (i) General Manager Section 9 (1) (i) A report containing final plans or proposals for the re-organization of the functions of the Association, the establishment of a new policy, programme or project to be administered by the Association, or the alteration of an existing policy, programme or project administered by the Association, whether or not the plans or proposals are subject to approval by an officer of the Association another public authority, the responsible Minister of the Association or Reard. #13c Wrightson Road, Port of Spain Tel: 623-0613 ext 2304 E-mail: generalmanager@ttahi.org Welfare Officer Association or Board; #13 C, Wrightson Road, Port of Spain. Tel: 623-0612/3 ext. 2313 o Strategic Plan of the Association for the Hearing Impaired 2022-2025 Section 9 (1) (j) A statement prepared within the Association and containing policy Section 7 (1) (a) (vii) Advisory Boards, Councils, Committees, and other bodies (Where directions for the drafting of legislation; Advisory Boards, Councils, Committee meetings/minutes are open to the public): -There are no statements to be published under this subsection at this time. At the present time, there are no bodies that fall within the meaning of this section. Section 9 (1) (k) A report of a test carried out within the Association on a product for the Section 7 (1) (a) (viii) Library/Reading Room Facilities: purpose of purchasing equipment. At the present time, there is no such facility. There are no statements to be published under this subsection at this time. Section 9 (1) (I) An environmental statement prepared within the Association Section 8 (1) (a) (i) Documents containing interpretations or particulars of written laws or schemes administered by the Association, not being particulars contained in There are no statements to be published under this subsection at this time another written law: -Section 9 (1) (m) Section 8 (1) (a) (ii) Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Association, or similar documents containing rules, policies, guidelines, practices or precedents: -A valuation report prepared for the Association by a valuator, whether or not the valuator is an officer of the Association Section 8 (1) (b) In enforcing written laws and schemes administered by the Association where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or There are no statements to be published under this subsection at this time. Section 9 (1) Section 9 (1) (a) A report or a statement containing the advice or recommendations, of a body or entity established within the Association. There are no statements to be published under this subsection at this time Section 9 (1) (b) A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the Association by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the Association or to the responsible Minister of that public authority. There are no statements to be published under this subsection at this tim Section 9 (1) (c) A report or statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the Association. ction 9 (1) (d) Section 9 (1) (d) A report or a statement containing the advice or recommendations of a committee established within the Association to submit a report, provide advice or make recommendations to the responsible General Manager of the Association or to another officer of the Association who is not a member of the committee. There are no statements to be published under this subsection at this time. Section 9 (1) (e) A report (including a report concerning the results of studies, surveys or tests) prepared for the Association by a scientific or technical expert, whether employed within the Association or not, including a report expressing the opinion of such an expert on scientific or technical matters.