CIRCULAR MEMORANDUM

01/2026

File No. 1/1/181

From: Permanent Secretary to the Prime Minister

To: Permanent Secretaries and Heads of Departments

Date: 1st **November, 2026**

Subject: **Notice of Vacancy for the office of Press Officer I (Range 29), Information Division, Office of the Prime Minister**

I shall be grateful if you will bring this Circular Memorandum to the attention of the members of your staff on the establishment of your Ministry/Department.

Applications are invited from suitably qualified officers in your Ministry/Department for the office of **Press Officer I (Range 29), Information Division, Office of the Prime Minister.**

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements:

Some (6 to 18 months) experience in journalism and training as evidenced by the General Certificate of Education, Ordinary Level with passes in five (5) subjects including English Language or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class assists in preparing public relations programmes designed to publicize Government's objectives, functions and accomplishments. Work involves assisting in the preparation of suitable articles, notices and press releases for magazines, newspapers, radio and television. Work is performed under the direct supervision of a superior officer who examines completed work for acceptability.

Salary: Range 29: $8,279-$10,221/$11,045 per month (2019)

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 to the Prime Minister.** Interested officers, who hold temporary appointments, must send their applications through their Permanent Secretary/Head of Department for submission to **The Permanent Secretary to the Prime Minister.**

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 to the Prime Minister** on or before but not later than 9th December, 2026 **by** 4:15 PM to:

The Permanent Secretary to the Prime Minister
Office of the Prime Minister
13-15 St. Clair Avenue St. Clair,
Newtown 190126.

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 Office of the Prime Minster; and
- on the websites of the Service Commissions Department at **www.scd.org.tt** and the Office of the Prime Minister at **www.opm.gov.tt**

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN **OFFICE OF THE PRIME MINISTER: Wednesday 9th December, 2026 by 4:15 PM.**

SHOULD OFFICERS NEGLECT TO ATTACH/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS AND CLEAR 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.

Permanent Secretary to the Prime Minister

PERMANENT SECRETARY
TO THE PRIME MINISTER