



## STATUTORY AUTHORITIES SERVICE COMMISSION DEPARTMENT

### NOTICE OF VACANCY

Applications are invited from suitably qualified persons for position of Corporation Secretary (Range 46), Port of Spain City Corporation, San Fernando City Corporation, Arima Borough Corporation and Point Fortin Borough Corporation.

#### **Kind of Work**

Paralegal and administrative work in supervising and coordinating the functions of Corporation's Secretariat.

#### **Minimum Experience and Training**

Experience in related paralegal and administrative work and training as evidenced by the possession of a degree in the Social Sciences, or any combination of experience and training

#### **Salary**

**Range 46: \$9456.00 -11115.00/11802.00 per month (2013)**

A copy of the job specification can be obtained from the Statutory Authorities Service Commission Department website [www.sasc.gov.tt](http://www.sasc.gov.tt)

Application forms are available at all Municipal Corporations, the Tobago House of Assembly and Statutory Authorities' Service Commission Department's webpage

**Copies** of all supporting documents must be **attached** to the application form which should be submitted no later than July 31, 2019 to:

**The Executive Officer  
Statutory Authorities Service Commission Department  
2<sup>nd</sup> Floor, General Building and Loan Association Building  
81-83 Abercromby Street  
Port of Spain**

*\*Unsuitable applications will not be acknowledged*