



Government of the Republic of Trinidad and Tobago
Ministry of Health

OFFICE OF THE PERMANENT SECRETARY
#4-6 Queen's Park East, Port of Spain 101002

CIRCULAR MEMORANDUM #9 OF 2026

He: 32/4/64 Vol. I

From: Permanent Secretary (Ag.), Ministry of Health
To: Permanent Secretaries and Heads of Departments
Date: September 22, 2026
Subject: Notice of Vacancy for the office of Stores Auditor I (Range 28), Ministry of Health.

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 **Stores Auditor I (Range 28), Ministry of Health.**

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements:

Experience (more than 18 months and up to 4 years) as a storekeeper and training as evidenced by possession of a General Certificate of Education, Ordinary Level with passes in five (5) subjects two (2) of which must be English Language and Mathematics or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class assists in the auditing and verification of stocks in the Supplies Division, Ministry of Health. Duties include the performance of a continuous audit of physical stock as well as reporting of the condition of stores and advising on those to be written off or measures to be taken to minimise losses. Work is performed under the general supervision of a superior officer who reviews work through reports, discussions and inspections.



Salary:

Range 28: \$8,093 – \$9,937/\$10,733 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 Departments for endorsement/recommendation and submission to the **Permanent Secretary, Ministry of Health**. 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 Health**.

Copies of relevant documents **must** accompany **ALL** applications as stipulated on the Application Checklist attached to this Notice.

Applications **MUST** be submitted through Permanent Secretaries or Heads of Departments within sufficient time in order to be received by the **Permanent Secretary, Ministry of Health** on or before but not later than **Tuesday October 13, 2026 to:**

(Attention: Director, Human Resources)
Permanent Secretary
Ministry of Health
#4-6 Queens Park East
Port of Spain

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 Health; and on the websites of the Service Commissions Department at www.scd.org.tt and the Ministry of Health at www.health.gov.tt

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE MINISTRY OF HEALTH: TUESDAY OCTOBER 13, 2026 at 4: 15 p.m.

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 (Ag.)
PERMANENT SECRETARY
MINISTRY OF HEALTH

