

**E: 19/1/18**

**Circular Memorandum No. 11**

**FROM:** Permanent Secretary  
Ministry of Education.

**TO:** All Principals in Public Primary/Secondary Schools,  
Schools Supervisors I/II/III.

**DATED:** July 29, 2022

**SUBJECT:** Vacant Offices of Vice Principal (Primary) (Grade 5) in Government  
and Government Assisted Primary Schools

Applications are invited from suitably qualified persons for promotion or transfer to the offices of **Vice Principal (Primary) (Grade 5)**, which are vacant in the under-mentioned Primary Schools:-

No.	School	Type	District
1.	La Puerta	Government	Port of Spain & Environs
2.	Lower Morvant	Government	Port of Spain & Environs
3.	Maraval	Roman Catholic	Port of Spain & Environs
4.	Morvant	Anglican	Port of Spain & Environs
5.	Arima West	Government	St. George East
6.	El Dorado North	SDMS	St. George East
7.	San Juan	Presbyterian	St. George East
8.	St. Joseph Girls	Roman Catholic	St. George East
9.	Tacarigua	Presbyterian	St. George East
10.	Tunapuna Girls	Roman Catholic	St. George East
11.	Guaico	Presbyterian	North Eastern
12.	Matelot	Roman Catholic	North Eastern
13.	Sangre Grande	SDMS	North Eastern
14.	Valencia	RC/Government	North Eastern
15.	Exchange	Roman Catholic	Caroni
16.	Freeport	SDMS	Caroni

17.	Warrenville	Presbyterian	Caroni
18.	Anstey Memorial	Anglican	Victoria
19.	Canaan	Presbyterian	Victoria
20.	St. Paul's	Anglican	Victoria
21.	Dayanand Memorial	APS	St. Patrick
22.	Siparia Union	Presbyterian	St. Patrick
23.	Princes Town	Presbyterian # I	South Eastern
24.	Rio Claro	SDMS	South Eastern

(2) Particulars relating to the Office of Vice Principal (Primary) are as follows:-

i **ROLE AND CORE FUNCTION**

This job requires the incumbent to perform professional and supervisory work, rendering assistance in the management of a Primary School and teaching general subjects comprising the Curriculum of the Institution. Duties include assisting the Principal in the supervision of staff and monitoring the progress of students. The incumbent is required to assist in establishing systems and procedures for the physical safety of students and the maintenance of a healthy, safe and secure environment.

ii **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS**

- Five (5) GCE/CXC Ordinary Level subjects including English Language, Mathematics and a Science subject.
- Certification in teaching as evidenced by the possession of a Teachers' Diploma or equivalent.
- In-service training in Education Administration or equivalent.
- Minimum of five (5) years' experience as a certified Teacher in a Primary School.

(3) **A detailed Job Specification and Description for the Office of Vice Principal (Primary)** is available at the Education District Offices, the Ministry's Head Office and Website, [www.moe.gov.tt](http://www.moe.gov.tt).

(4) **PROCEDURES FOR SUBMITTING APPLICATIONS:**

- Applications for the above office should be submitted via the use of an Online Application for promotion to Administrative Offices in the Teaching Service, no later than September 16, 2022.
- Under cover of Circular Memorandum No 18 dated October 16, 2019 a Manual pertaining to the use of the Online Application was issued to school and is also available on the Ministry's Website for your perusal and guidance.
- This Online Application form can only be processed through the officer's officially assigned Ministry of Education email address.
- Principals are advised that Special Reports forms and School Profiles can only be uploaded through their official Ministry of Education email address.
- Principals and School Supervisors must ensure that all application forms are accompanied by the Special Reports, which must be completed and submitted on or before the closing date for application.

- Applicants, Principals and School Supervisors are to note that because of the nature of this online system, application and special reports forms will not be accessed beyond the stipulated deadline date.
  - The Schools' Supervisors for each Education District is required to submit the School Profile for the Schools identified in this Circular on or before September 30, 2022.
- (5) Please note that the names of the successful applicants who are not immediately placed as Vice Principal (Primary) would be listed on an Order of Merit List which is valid for one year. Officers whose names are on an Existing Order of Merit List may apply for any of the advertised offices and indicate whether they wished to be re-interviewed.
  - (6) At the closing date of this Circular Memorandum, all applicants must satisfy the requirements for the vacant Offices mentioned.
  - (7) School Supervisors are required to submit profiles for the School advertised.
  - (8) Principals are required to bring this Circular Memorandum to the attention of all suitably qualified persons and to obtain signatures thereto as evidence that it has been seen also Principals are to prepare a list of names of the Officers who applied together with the School and Office they applied for and submit this list to the Human Resource Division no later than September 30, 2022.

#### REQUEST FOR TRANSFER

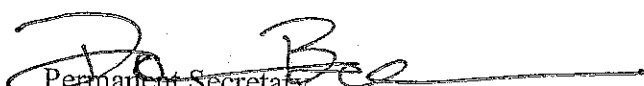
In submitting an application for transfer, the officer should state the reason(s) for the request.

Vice Principals in Assisted Schools who wish to be transferred to an office advertised in this Circular Memorandum should ensure that their applications are submitted through their respective Boards of Management.

#### INCOMPLETE AND UNSUITABLE APPLICATIONS WILL NOT BE CONSIDERED.

Applications submitted without the following support documents/missing information will be deemed incomplete and unsuitable:

- Applicant's signature
- Date of application
- Copy of Birth Certificates attached (computerized only)
- Marriage Certificate (computerized only)
- Legible and clearly printed copies of:
  - ❖ Relevant academic qualifications.
  - ❖ Documentation showing proof of citizenship (if not born in Trinidad and Tobago).
  - ❖ Documentation from the relevant authorizing bodies, verifying Equivalency for qualification obtained abroad.
  - ❖ Detailed information and relevant experience as it pertains to the office advertised.

  
Permanent Secretary  
Ministry of Education

PERMANENT SECRETARY  
MINISTRY OF EDUCATION

**p.c. Director of Personnel Administration (Teaching Service Commission)**  
**Secretary T.T.U.T.A.**  
**Administrator General, Division of Education – Tobago House of Assembly**  
**Kabir Panth Association (K.P.A.) Board of Management**  
**Catholic Education Board of Management**  
**Anglican Board of Management**  
**Arya Pratinidhi Sabha (A.P.S.)**  
**Presbyterian Primary Schools Board of Education**  
**Trinidad Muslim League (T.M.L.) School Board of Management**  
**Moravian School Board of Management**  
**Tackveyatual Islamic Association (T.I.A.) School Board of Management**  
**Seventh Day Adventist (S.D.A.) Board of Management**  
**Anjuman Sunnat-ul-Jamaat Association of T&T (A.S.J.A.) Education**  
**Sanatan Dharma Maha Sabha (S.D.M.S.) Board of Management**  
**African Methodist Episcopal (A.M.E.) Board of Management**  
**Methodist Board of Management**  
**Fundamental Baptist Board of Management**  
**Baptist Board of Management**  
**Spiritual Baptist Board of Management**  
**Student Support Services Division**  
**Lady Hochoy Association**