



SERVICE COMMISSIONS DEPARTMENT

EMPLOYMENT OPPORTUNITIES

Applications are invited from suitably qualified persons for employment, on contract, as **Co-Chairman and Member of the Standing Disciplinary Tribunal** of the Service Commissions for a period of three (3) years.

Particulars related to the positions are outlined below.

CO-CHAIRMAN:

MINIMUM REQUIREMENTS

- (i) LLB and a LEC – Legal Education Certificate;
- (ii) Admission to practice Law in Trinidad and Tobago;
- (iii) Not less than ten (10) years practicing law or holding a legal advisory position;
- (iv) Experience (18 months to 4 years) in Public Administration;
- (v) Over 45 years of age and should have retired from the Public Service in an office not lower than Range 68.

KIND OF WORK

The incumbent is required to sit as a Chairman of a three-member Disciplinary Tribunal, to hear evidence and find facts in respect of disciplinary charges preferred against Teachers, Prison Officers and public officers.

Salary - \$13,400.00 per month

Transport Allowance - \$1,100.00 per month.

MEMBER:

MINIMUM REQUIREMENTS

- (i) Experience (six to eighteen months) in public administration.
- (ii) Knowledge and experience in the Teaching, Civil and Public Service Regulations
- (iii) Ability to interpret the Laws of Trinidad and Tobago.
- (iv) Over 45 years of age

KIND OF WORK

The incumbent will be required to sit as a Member of a three-man disciplinary tribunal to hear evidence and find facts in respect of disciplinary charges preferred against public officers falling under the purview of the various Service Commissions.

Salary - \$7,900.00 per month

Transport Allowance - \$1,100.00 per month.

Copies of the Job Specifications are attached.

Interested persons must submit their applications **ONLINE ONLY**, no later than **23rd March, 2026** at 12:00 midnight local time. Applications received after the closing date **will not** be considered.

Applications with relevant documents must be scanned and emailed to **Nathallie.Charles.@gov.tt**

Persons who have previously applied for these positions, and who still wish to be considered for these positions are to re-apply in response to this advertisement. The application should be dated and submitted within the period of this advertisement.

SHOULD PERSONS NEGLECT TO ATTACH/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS AND EVIDENCE OF THEIR EXPERIENCE AND TRAINING, AS OUTLINED ABOVE, THE APPLICATION WILL BE DEEMED UNSUITABLE.

UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED.

March, 2026

CO-CHAIRMAN, STANDING DISCIPLINARY TRIBUNAL

Kind of Work

Highly professional work related to tribunal hearings of Public Officers.

Distinguishing Features of Work

An employee in this class is required to sit as Chairman of a three-member disciplinary tribunal to hear evidence and find facts in respect of disciplinary charges preferred against public officers falling under the purview of the various Service Commissions.

Examples of Work

Hears evidence of charges laid against Prison Officers, Fire Officers, Teachers and Public Officers.

Determines whether evidence provided is factual information with respect to charges laid.

Provides evidence that charges laid do not constitute the offence charged.

Prepares reports to include finding of facts and expressions of opinion.

Required Knowledge, Skills and Abilities

Knowledge and experience of the Teaching, Civil and Public Service Regulations

Ability to interpret the Laws of Trinidad and Tobago.

Ability to guide members of the tribunal as to their approach to the conduct of the matters before them.

Ability to make findings with respect to 'no case submissions' whether evidence is sufficient to support the charge.

Ability to proceed with tribunal hearings ex-parte where the officer charged is absent without good reason.

Ability to be fair, unbiased and impartial at tribunal hearings.

Ability to prepare a strategy for proving the case.

Minimum Experience and Training

- LLB and LEC – Legal Education Certificate;
- Admission to practice Law in Trinidad and Tobago;

- Over 45 years of age and should have retired from the Public Service in an office not lower than Range 68;
- minimum of ten (10) years practicing law or holding a legal advisory position in Trinidad and Tobago; and
- some experience (six to eighteen months) in public administration.

Job Description

MEMBER, STANDING DISCIPLINARY TRIBUNAL

Kind of Work

Responsible work related to tribunal hearings of Public Officers.

Distinguishing Features of Work

An employee in this class is required to sit as Member of a three-man disciplinary tribunal to hear evidence and find facts in respect of disciplinary charges preferred against public officers falling under the purview of the various Service Commissions.

Examples of Work

Hears evidence of charges laid against Prison Officers, Fire Officers, Teachers and Public Officers.

Determines whether evidence provided is factual information with respect to charges laid.

Provides evidence that charges laid do not constitute the offence charged.

Prepares reports to include finding of facts and expressions of opinion.

Required Knowledge, Skills and Abilities

Knowledge and experience of the Teaching, Civil and Public Service Regulations

Ability to interpret the Laws of Trinidad and Tobago.

Ability to guide members of the tribunal as to their approach to the conduct of the matters before them.

Ability to make findings with respect to 'no case submissions' whether evidence is sufficient to support the charge.

Ability to proceed with tribunal hearings ex-parte where the officer charged is absent without good reason.

Ability to be fair, unbiased and impartial at tribunal hearings.

Ability to prepare a strategy for proving the case.

Minimum Experience and Training

Over 45 years of age with some experience (six to eighteen months) in public administration, is not a holder of an office in the Public Service.