CIRCULAR MEMORANDUM

E: 45/17

P: 9/15/13 Vol. V
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From: Director of Personnel Administration

To: Permanent Secretaries and Heads of Departments

Date: 10th August, 2017

Subject: Notice of Vacancy for the office of Medical Officer I (Range 62) in the Public Service

I shall be grateful if you will bring this Circular Memorandum to the attention of your staff.

Applications are invited from suitably qualified officers in your Ministry/Department for the office of Medical Officer I (Range 62) in the Public Service.

Minimum Experience and Training Requirements

Training as evidenced by the possession of a recognised medical degree and the successful completion of one (1) year’s internship at a Hospital approved by the Medical Board.

Necessary Special Requirement

Registration as a medical practitioner by the Medical Board of Trinidad and Tobago.

Salary:

Range 62: $15,077 per month (2013)

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 must send their applications through their Permanent Secretaries or Heads of Department for endorsement/recommendation and submission to The Director of Personnel Administration, Service Commissions Department no later than 13th September, 2017 to:
Cipriani Plaza
52-58 Woodford Street
Newtown
Port-of-Spain

or

Wilson Road
Scarborough
Tobago

For further details, officers wishing to apply can access the Notice of Vacancy, Application Forms, Job Specification and the Application Checklist at the Service Commissions Department and on the website at www.sed.org.tt

Persons who have applied previously and who still wish to be considered for appointment to the office are advised to re-apply in response to this Advertisement.

THE COMMISSION WILL BE UNABLE TO DETERMINE YOUR ELIGIBILITY SHOULD YOU FAIL TO PROVIDE YOUR RELEVANT EXPERIENCE AND TRAINING FOR THE OFFICE.

[Signature]
Director of Personnel Administration
MEDICAL OFFICER I

Kind of Work

Professional work in the field of Medicine.

Distinguishing Features of Work

An employee in this class diagnoses and administers general medical treatment to patients in a hospital or through extension services at a clinic, school or clinomobile or other designated place. Work involves the examination of patients, diagnosing, advising and carrying out necessary treatment in the investigation, eradication, prevention and control of diseases, or referring complicated cases for further professional attention. Work may also entail minor surgery or assisting in major operations.

Examples of Work

Performs medical examination of in and out patients; diagnoses and makes prognoses; makes daily ward rounds; writes and maintains up-to-date case records and makes necessary medical reports.

Prescribes and carries out treatment in the light of examination.

Refers patients to professional superiors for more detailed as may appear necessary.

Examines government employees and other categories of persons as laid down by government policy.

Performs post mortem examinations.

Provides medical attention to armed forces personnel and their families, policemen, firemen and the staff and inmates of detention institutions.

Undertake medico-legal duties as may be reasonably required of him, with specialist advice, if necessary.

Participates in immunization procedures against infectious or communicable diseases as directed and implements other preventive procedures outlined for the protection of public health and promotion of public health e.g. School Health Programme.

Provides medical attention in an assigned area.

Performs related work as may be required.
**Required Knowledge, Skills and Abilities**

Knowledge of the principles and practices of medicine including the diagnosis of a variety of diseases and injuries.

Knowledge of principles and practices of preventive medicine.

Knowledge of Public Health Ordinances and of medical juris-prudence.

Ability to examine patients, diagnose diseases and to prescribe and administer necessary treatment.

Ability to gain the confidence and co-operation of patients and to establish and maintain effective working relationships with other employees at the public.

**Minimum Experience and Training**

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**Necessary Special Requirement**

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