



MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

MINISTERIAL RESPONSE

**THE FIFTH REPORT OF THE PUBLIC ADMINISTRATION AND
APPROPRIATIONS COMMITTEE ON THE EXAMINATION OF THE
REALIGNMENT OF MINISTRIES AND DEPARTMENTS**

JULY 20, 2022

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A. INTRODUCTION

The Public Administration and Appropriations Committee (PAAC) is established by Standing Order 102 and 92 of the House of Representatives and the Senate respectively. The Committee is mandated to consider and report to Parliament on:

- a) *the budgetary expenditure of Government agencies to ensure that expenditure is embarked upon in accordance with parliamentary approval;*
- b) *the budgetary expenditure of Government agencies as it occurs and keeps Parliament informed of how the budget allocation is being implemented; and*
- c) *the administration of Government agencies to determine hindrances to their efficiency and to make recommendations to the Government for improvement of public administration.*

The Report of the PAAC for the Twelfth Parliament contains the details of the examination into the Realignment of Ministries and Departments.

The objective of the Inquiry was to determine:

- The short-term and long-term impacts of the realignment of Ministries and Departments;
- The mechanisms that can be implemented to minimize the negative effects of a realignment; and
- The overall concerns associated with administrative/internal controls.

The Committee agreed to examine the realignment of the following Ministries and Departments:

- The Ministry of Sport and Community Development
 - The Ministry of Sport and Youth Affairs was merged with the Community Development Division of the former Ministry of Community Development, Culture and the Arts. The Youth Affairs Division was removed from the Ministry of Sport altogether;
- The Ministry of Tourism, Culture and the Arts
 - The MTCA, formerly known as the MOT was merged with the Culture and Arts Division of the MCDCA;
- The OPM
 - The MOC was condensed into a Division and aligned to the OPM; and
- The MPADT
 - The MPA was aligned with a new Division, DX.

The Committee made recommendations related to the issues identified.

On this basis, this response will seek to address all issues, observations and recommendations currently under the responsibility of the Ministry of Sport and Community Development.

B. THE MINISTRY OF THE SPORT AND COMMUNITY DEVELOPMENT

With effect from August 28, 2020, the portfolio of the Ministry formerly known as the Ministry of Sport and Youth Affairs was adjusted with the transfer of several departments and agencies to the following Ministries: - Ministry of Sport and Community Development and the Ministry of Youth Development and National Service. The Ministry of Sport and Community Development, now has responsibility for the administration and business of the Departments of Government as specified in the Schedule as outlined below¹:

SCHEDULE

Sport	Business and Departments of Government
	<ul style="list-style-type: none">-National Governing Bodies/Sport Serving Associations-National Sport Policy-Physical Education, Recreation and Sport-Adult-Sports and Multi-Purpose Facilities-Total Participation and High Performance Sports
	Community Development:
	<ul style="list-style-type: none">-Best Village-Community Action for Revival and Empowerment-Community Centres/Civic Centres-Community Development-Community Development Fund-Community Development Policy and Monitoring-Community Education (Skills Training) Programme-Community Mediation-Entrepreneurship at the Community Level-Management of Issues relating to First Peoples-Regional Complexes-Transformation and Development Centres
	<i>Statutory Boards and other Bodies:</i>
	National Association of Village and Community Councils
	Trinidad and Tobago Anti-Doping Organisation
	Trinidad and Tobago Boxing Board of Control
	Village Councils
	<i>Wholly Owned Enterprises:</i>
	Export Centres Company Limited
	National Commission for Self Help Limited
	The Sports Company of Trinidad and Tobago Limited (SPORTT)

Through its various Departments and State agencies, the Ministry of Sport and Community Development seeks to build our nation's human capital through the development of athletic talent and community life in Trinidad and Tobago.

The Ministry has recognised the issues, observations and recommendations provided by the Committee in the Fifth Report of the Public Administration and Appropriations Committee on the Examination of the Realignment of Ministries and Departments.

- 1. Inadequate Office Accommodation and Storage Facilities**
- 2. Insufficient Staffing Arrangements**
- 3. The need for more staff in the IAU.**

¹The Trinidad and Tobago Gazette No. 158, Vol. 59 dated Wednesday September 9, 2020, outlines the appointment of Ministers and the Portfolios of same to the various Ministries.

C. ISSUES RAISED BY THE PUBLIC ADMINISTRATION AND APPROPRIATIONS COMMITTEE ON THE EXAMINATION OF THE REALIGNMENT OF MINISTRIES AND DEPARTMENTS

1. Inadequate Office Accommodation and Storage Facilities

Recommendations:

I. The Ministry of Sport and Community Development should provide an update to Parliament by August 15, 2022 on the refurbishment works at the ALGICO Building.

Cabinet, through Cabinet Minute No. 470 of March 11th 2021, had instructed the Ministry of Sport and Community Development (MSCD) to engage the services of the Urban Development Corporation of Trinidad and Tobago (UDeCOTT), to procure via a competitive Tender, an entity to design, construct and finance, the works to be conducted at the former Ministry of Community Development, Culture and the Arts (MCDCA) building located at the corner of Jerningham Junction and Queen's Park East, Port of Spain.

It must be noted that Cabinet had also instructed, via the same Minute, that MSCD must seek Cabinet's approval prior to the award of the contract to the successful proponent.

On June 09, 2022, UECOTT wrote to MSCD indicating the outcome of their procurement process for selecting a contractor for the aforementioned project. The documents were submitted for MSCD's acknowledgement of the procurement process and subsequent non-objection and confirmation of funding for the project.

MSCD has since reviewed the proposals from UDeCOTT and has no objection to the Tendering, Evaluation and Selection process. MSCD has therefore written to UDeCOTT confirming their non-objection to their proposal. UDeCOTT was also reminded that MSCD had to resubmit the proposals to Cabinet prior to the award of the contract to the successful proponent.

The Note to Cabinet is therefore being prepared by the Planning Unit of the MSCD for submission to Cabinet for their approval.

II. PRES D should provide a status update on the request for additional accommodation for several of the District Offices of the Community Development Division and Community Mediation Services Division to Parliament by August 15, 2022.

See the response provided below.



Government of the Republic of Trinidad and Tobago
Ministry of Public Administration

TO: Permanent Secretary
Ministry of Sport and Community Development

FROM: Director Property and Real Estate Services Division
Ministry of Public Administration

DATE: July 15, 2022

SUBJECT: Re: Status Report re: Inadequate Office Accommodation for
Community Development and Community Mediation Divisions of
MSCD

Reference is made to the subject at caption.

The Property and Real Estate Division (PRESD) wishes to acknowledge your letter dated 29 June, 2022 (Your reference **MSCD: 1/3/9**) in which the Ministry of Sport and Community Development requested that PRESD provide a status update on the request for additional accommodation for the following offices:

- i. Victoria West District Office;
- ii. Caroni District Office; and
- iii. Community Mediation Arima and Tunapuna Offices

Please be advised that all requests are engaging the attention of PRESD. The Division has held discussions with the representatives of MSCD on the way forward.

Further updates will be provided when the information becomes available.

Yours Respectfully,

.....
/s/ Permanent Secretary
Ministry of Public Administration



PROPERTY AND REAL ESTATE SERVICES DIVISION

310 Buxton Lane, One (1) Floor, Level 101
Port of Spain
Trinidad and Tobago
Tel: (868) 627-4041 Fax: (868) 627-4049
www.mpa.gov.tt

2. Insufficient Staffing Arrangements

Recommendations:

III. The Ministry should provide the actions taken to address the anomalies experienced since its realignment to Parliament by August 15, 2022

ESTABLISHED ADMINISTRATION:

The Ministry of Sport and Community Development wrote to the Service Commissions Department to have the Auditing staff transferred to this Ministry from the Ministry of Youth Development and National Service.

Cabinet approved a Note for the transfer of the Research Officer II position from the Ministry of Tourism, Culture and the Arts to this Ministry.

IV. The MSCD should submit to Parliament by August 15, 2022 a status update on the following:

a. A list of the additional staff positions needed

CONTRACT ADMINISTRATION:

The Ministry of Sport and Community Development took no further action in addressing the anomaly of the creation of additional positions in the Ministry. However, we have submitted two (2) Cabinet Notes for the Employment, on Contract, of staff for a further period in the Ministry of Sport and Community Development, for eighty (80) positions and twenty (20) positions respectively. *See the table provided at Appendix I below.*

- The list of additional contract positions needed are as follows:

Project Management Unit

- i. Draftsman (1)
- ii. Quantity Surveyor (1)

Information Technology Unit

- i. ICT Support Officer (4)

- ii. Senior Information Technology (IT) Infrastructure Specialist (1)
- iii. Information Technology (IT) Infrastructure Specialist (1)
- iv. Information and Communications Technology (IT) Security Specialist (1)
- v. Senior Information System (IT) Specialist (1)

Planning and Implementation Unit

- i. Monitoring and Evaluation Officer (1)
- ii. Business Operations Assistant I (1)

Planning Unit

- i. Planning Coordinator I (1)
- ii. Business Operations Assistant II (1)

Communications Unit

- i. Senior Corporate Communications Officer I (1)
- ii. Digital Communications Coordinator I (1)
- iii. Graphic Artist I (1)

Policy Unit

- i. Senior Policy Specialist (1)
- ii. Policy Research Officer II (1)
- iii. Policy Research Officer I (1)
- iv. Planning and Development Officer I (1)
- v. Research Officer (2)
- vi. Business Operations Assistant I (1)

Grants Unit

- i. Business Operations I (1)

A total number of twenty-five (25) positions.

ESTABLISHED ADMINISTRATION:

- The list of additional established positions needed are as follows:

Human Resource Services Unit

- i. Human Resource Officer I (2)

General Administration

- i. Records Manager (1)

Planning Unit

- i. Planning Officer II (1)
- ii. Senior Research Officer (1)

Accounts Unit

- i. Director of Finance and Accounts (1)

Community Development Division

- i. Community Development Supervisor II (3)
- ii. Community Development Supervisor I (1)

Physical Education and Sport Division

- i. Physical Education & Sport Officer (PESO) II (3)
- ii. Physical Education & Sport Officer (PESO) I (7)
- iii. Project Officer I (3)
- iv. Administrative Officer II (1)
- v. Accountant I (1)
- vi. Accounting Assistant (1)
- vii. Clerk II (2)
- viii. Warden (2)
- ix. Pool Attendants (10)
- x. Groundsman (10)
- xi. Stores Attendant (1).

b. the posts and the positions filled

- i. List of Contract positions filled (*See the Table provided at Appendix II below*).
- ii. List of Established positions filled (*See the Tables provided at Appendix III below*).

c. the timeline for filling the posts that are still vacant

The timeline for filling the contract vacant positions are as follows:

- i. Positions advertised will be filled during this fiscal year; and
- ii. Positions advertised for the Community Centres will be filled on a phased basis depending on the availability of funds and the approval of the Minister of Sport and Community Development.

The timeline for filling the established vacant positions are as follows:

- i. For the generic positions, the Service Commissions Department is the only authority responsible for the recruitment, selection and filling of vacant positions; and
- ii. For the peculiar positions, recommendations are being submitted to the Service Commissions Department.

d. the findings of the investigation conducted on the number of staff required

No action has been taken as the Ministry of Sport and Community Development received no directive from the Public Management Consulting Division (PMCD) to restructure the Ministry.

3. The need for more staff in the IAU

Recommendations:

V. The MSCD should provide a status update to Parliament by August 15, 2022 on:

a. the completion of the Risk-based Internal Audit Strategy and Operational Plan

The Risk-based Internal Audit Strategy 2021-2024 and Operational Plan 2021-2022 was completed in August 2021. The final document was approved by the Accounting Officer on October 13, 2021.

b. the requisite number of staff required after completion of the Risk-based Internal Audit Strategy and Operational Plan

On completion of the Risk-based Internal Audit Strategy and Operational Plan it was determined, that the present staffing will not be adequate to deliver the Annual Operational Plan 2021-202. Therefore, a proposal for additional staff based on the pre-existing establishment from the Ministry of Sport was put forward.

Cabinet Minute No. 2111 dated 16/12/ 2021 approved a new staff structure for the Internal Audit Unit.

The Proposed Establishment as well as the Approved Establishment is shown in the table below.

Proposed Establishment	Approved Establishment
One (1) Auditor III	One (1) Auditor III
Two (2) Auditor II	Two (2) Auditor II
Two (2) Auditor I	Two (2) Auditor I
Two (2) Auditing Assistant	Three (3) Auditing Assistant
One (1) Clerk Typist I	

It was also determined that Risk-based audits require skills much wider than accounting/ finance/ compliance. In order to successfully achieve the objectives of the internal audit reform, the current internal audit staff will require training in modern public sector internal auditing. This will improve the unit's ability to undertake and deliver risk-based internal audit assignments.

VI. The MSCD should conduct training sessions, to ensure its staff are up-to-date on all internal auditing practices. A timeline and schedule for these sessions should be submitted to the Parliament by August 15, 2022.

The Ministry of Sport and Community Development submitted a memorandum on July 07, 2020 to the Auditor General requesting training for the Ministry's Internal Audit Unit on Internal Audit Practices. Additionally, the Ministry of Finance is in the process of scheduling training on Internal Audit Matters via the University of the West Indies. However, due to the Covid-19 pandemic the training was placed on pause. Awaiting feedback on the status of the commencing of the training from the Ministry of Finance.

APPENDIX I

CONTRACT ADMINISTRATION

Division/Units	Position Title	No of Positions	Expiration date	Remarks
Communications Unit	Corporate Communications Officer	1	11/03/2022	
	Corporate Communications Officer	1	25/03/2022	
	Speechwriter/Researcher	1	30/10/2016	
	Graphic Designer	1	06/02/2018	
	Business Operations Assistant II	1	28/12/2016	
Human Resource Services	Senior Human Resource Analyst	1	18/09/2000	
	Senior Human Resource Analyst	1	30/09/2021	
	Human Resource Analyst	1	-	Unexpired period of 8 months. Officer resigned on 03/06/2019
	Human Resource Analyst	1	20/02/2000	
	Human Resource Analyst	1	04/09/2017	
	Business Operations Assistant II	1	21/07/2016	
	Business Operations Assistant II	1	30/06/2018	
	Business Operations Assistant II	1	21/07/2016	
	Business Operations Assistant I	1	30/07/2000	
	Business Operations Assistant I	1	09/07/2000	
	Business Operations Assistant I	1	01/03/2000	
	Business Operations Assistant I	1	03/08/2000	

Division/Units	Position Title	No of Positions	Expiration date	Remarks
	Business Operations Assistant I	1	11/08/2016	
	Business Operations Assistant I	1	30/09/2016	
	Business Operations Assistant I	1	01/03/2017	
	Data Transaction Clerk	1	20/02/2000	
	Data Transaction Clerk	1	19/02/2000	
	Pension and Leave Officer	1	19/02/2000	
Information Technology Unit	Information System Support Specialist	1	02/09/2021	
	Information and Communication Technology (ICT) Technical Officer	1	30/09/2019	
	Information and Communication Technology (ICT) Technical Officer	1	09/09/2021	
	Information and Communication Technology (ICT) Technical Officer	1	05/11/2000	
Legal Services Unit	Legal Officer II	1	29/01/2022	
	Business Operations Assistant II	1	22/10/2000	
Project Management	Business Operations Assistant II	1	04/08/2016	
	Project Support Officer	1	25/02/2021	
	Special Projects Coordinator	1	30/04/2000	
	Business Operations Assistant I	1	19/11/2000	
General Administration	Driver/Courier	1	27/07/2000	
	Driver/Courier	1	04/06/2000	

Division/Units	Position Title	No of Positions	Expiration date	Remarks
	Driver/Courier	1	19/06/2020	
	Driver/Courier	1	27/08/2021	
	Driver/Courier	1	13/07/2020	
	Driver/Courier	1	-	Unexpired period of 7 months. Officer resigned on 12/05/2017
	Hospitality Attendant I	1	01/09/2016	
Regional Complexes	Community Facility Co-ordinator	1	05/07/2021	
	Community Facility Co-ordinator	1	14/07/2021	
	Community Facility Co-ordinator	1	14/07/2021	
	Community Facility Co-ordinator	1	14/07/2021	
	Community Facility Co-ordinator	1	14/07/2021	
Community Mediation Services Division	Executive Director	1	20/03/2000	
	Manager	1	07/05/2000	
	Manager	1	20/07/2000	
	Mediator	1	10/06/2021	
	Mediator	1	17/08/2018	
	Mediator	1	09/09/2021	
	Intake Officer	1	20/03/2021	
	Business Operations Assistant II	1	29/02/2000	

Division/Units	Position Title	No of Positions	Expiration date	Remarks
	Business Operations Assistant II	1	20/08/2021	
	Business Operations Assistant II	1	13/07/2000	
	Driver/Courier	1	23/02/2000	
Policy Unit	Planning & Development Officer	1	01/11/2019	
	Policy Development Officer II	1	27/01/2017	
	Business Operations Assistant II	1	01/03/2021	
Planning and Implementation Unit	Director, Planning and Implementation Unit	1	19/08/2000	
	Research Specialist	1	03/11/2000	
	Planning Specialist	1	16/09/2021	
	Business Operations Assistant I	1	19/04/2000	
	Business Operations Assistant I	1	19/04/2021	
	Business Operations Assistant I	1	23/07/2000	
	Business Operations Assistant I	1	01/08/2020	
Best Village Unit	Best Village Assistant	1	24/11/2020	
	Best Village Assistant	1	24/11/2020	
	Best Village Assistant	1	24/11/2020	
	Best Village Assistant	1	24/11/2020	
Best Village Unit	Best Village Assistant	1	01/12/2000	
	Business Operations Assistant II	1	13/07/2000	
	Business Operations Assistant II	1	04/01/2000	
	Business Operations Assistant II	1	13/07/2000	

Division/Units	Position Title	No of Positions	Expiration date	Remarks
Physical Education and Sport	Facilities Manager Indoor Sporting Arena	1	12/08/2021	
	Facilities Manager Indoor Sporting Arena	1	13/08/2021	
	Facilities Manager Indoor Sporting Arena	1	13/08/2021	
	Facilities Manager Indoor Sporting Arena	1	13/08/2021	
	Business Operations Assistant II	1	31/10/2021	
	Business Operations Assistant II	1	31/10/2021	
	Business Operations Assistant II	1	31/10/2021	

Division/Units	Position Title	No of Positions	Expiration date	Remarks
Information Technology Unit	Information and Communications Technology (ICT) Support Officer	1	16/06/2022	C.M # 550 dd 12/03/2015 (6 yrs)
General Administration/ Grants Unit	Business Operations Co-ordinator	1	20/05/2022	C.M # 2841 dd 25/10/2012
	Community Facility Co-ordinator	1	02/08/2022	C.M. # 1285 dd 20/07/2017
	Community Facility Co-ordinator	1	03/08/2022	C.M. # 1285 dd 20/07/2017
	Community Facility Co-ordinator	1	28/07/2022	C.M. # 1285 dd 20/07/2017
	Community Facility Co-ordinator	1	15/07/2022	C.M. # 1285 dd 20/07/2017

Regional Complexes	Community Facility Co-ordinator	1	19/07/2022	C.M. # 1285 dd 20/07/2017
	Community Facility Co-ordinator	1	19/07/2022	C.M. # 1285 dd 20/07/2017
	Community Facility Co-ordinator	1	06/08/2022	C.M. # 1285 dd 20/07/2017
	Community Facility Co-ordinator	1	29/07/2022	C.M. # 1285 dd 20/07/2017
	Community Facility Co-ordinator	1	06/08/2022	C.M. # 1285 dd 20/07/2017
	Community Facility Co-ordinator	1	28/07/2022	C.M. # 1285 dd 20/07/2017
	Community Facility Co-ordinator	1	20/07/2022	C.M. # 1285 dd 20/07/2017
	Community Facility Co-ordinator	1	22/07/2022	C.M. # 1285 dd 20/07/2017
Community Mediation Services Division	Intake Officer	1	24/06/2022	C.M. # 6 dd 2/1/2014 (6 yrs)
	Intake Officer	1	30/06/2022	C.M. # 6 dd 2/1/2014 (6 yrs)
	Intake Officer	1	12/05/2022	C.M. # 6 dd 2/1/2014 (6 yrs)
	Intake Officer	1	08/05/2022	C.M. # 6 dd 2/1/2014 (6 yrs)
	Business Operations Assistant II	1	04/08/2022	C.M. # 6 dd 2/1/2014 (6 yrs)
	Business Operations Assistant II	1	13/07/2022	C.M. # 6 dd 2/1/2014 (6 yrs)

APPENDIX II**Contract Positions in the Ministry of Sport and Community Development [Filled]****As at 06/07/2022****Communications Unit**

Position	Filled	Remarks
Senior Corporate Communications Officer	3	
Corporate Communications Officer	1	
Business Operations Assistant II	1	
	5	

Human Resource Services Unit

Position	Filled	Remarks
Senior Human Resource Analyst	1	
Human Resource Analyst	1	
	2	

Finance and Accounts

Position	Filled	Remarks
Business Operations Assistant I	1	Position utilized in CDD
	1	

Audit

Position	Filled	Remarks
Business Operations Assistant II	1	Position utilized in the Permanent Secretary Secretariat
	1	

Legal Unit

Position	Filled	Remarks
Senior Legal Officer	1	
Legal Officer I	1	
	2	

Information Technology Unit

Position	Filled	Remarks
Manager, Service Delivery and Support	1	
Senior Information Technology IT Specialist	1	
Information Technology Specialist	1	
Information and Communications Technology (ICT) Support Officer	1	
Information and Communications Technology (ICT) Technical Officer	2	
	6	

General Administration

Position	Filled	Remarks
Driver/Courier	4	
Hospitality Attendant	1	
	5	

Project Management Unit

Position	Filled	Remarks
Technical Director	1	
Deputy Technical Director	1	
Project Officer	1	
Business Operations Assistant I	1	
Facilities Manager	3	
Assistant Facilities Manager	1	
	8	

Community Development – Community Centres

Position	Filled	Remarks
Business Operations Co-ordinator	4	
	4	

Community Development – Regional Complexes

Position	Filled	Remarks
Community Facility Co-ordinator	12	Five (5) positions expired
	12	

Community Mediation Services Division

Position	Filled	Remarks
Manager	4	
Mediating Assistant	4	
Mediator	3	
Social Work Specialist	6	
Intake Officer	10	
Business Operations Assistant II	3	
Business Operations Assistant I	6	
Driver/Courier	1	
	37	

Policy Unit

Position	Filled	Remarks
Policy Coordinator	1	
	1	

Planning and Implementation Unit

Position	Filled	Remarks
Business Operations Co-ordinator	1	
Business Operations Assistant I	3	Positions assigned to the following Divisions/Units: DD St. George West (Expired); DD Head Office; R Unit
	4	

Minister's Secretariat

Position	Filled	Remarks
Adviser to the Minister	1	
Special Adviser (Sport)	1	
Personal Assistant to Minister	1	
Senior Secretary to the Minister	1	
Personal Secretary to Minister	1	
Chauffeur to the Minister	1	Chauffeur to the Minister is not a contract position
	6	

Best Village Unit

Position	Filled	Remarks
Manager, Best Village Programme	1	
Business Operations Assistant II	2	
Best Village Assistant	3	
	6	

Physical Education & Sport Division

Position	Filled	Remarks
Facilities Manager	2	
Business Operations Assistant II	3	
Business Operations Assistant I	7	
	12	

Total Positions Filled - 112

Total Positions - 343

MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

(A) LIST OF ESTABLISHED POSITIONS FILLED AS AT JUNE 30, 2022

No. of Offices/List of Offices (under the purview of the Public Service Commission) in Draft Estimates		No. of offices/List of Public Service Offices on your Establishment (only permanent offices to be recorded		No. of Permanent Officers	No. of Vacant Offices	No. of Vacant Offices With Bodies	No. of Vacant Offices Without Bodies	No. of Vacant offices which cannot be filled (give reasons) for e.g. suppression of offices, office to be abolished, etc	Remarks
PECULIAR OFFICES									
1	Aquatic Sport Supervisor	1	Aquatic Sport Supervisor	0	1	0	1		<i>Item No. 44</i>
1		1		0	1	0	1		
1	Assistant Director, Physical Education and Sport	1	Assistant Director, Physical Education and Sport	1	0	0	0		<i>Item No. 38</i>
1		1		1	0	0	0		
1	Assistant Manager, Civic Centre (Point Fortin)	1	Assistant Manager, Civic Centre (Point Fortin)	0	1	0	1		<i>Item No.94</i>
1		1		0	1	0	1		
2	Assistant Manager, Hasely Crawford Stadium	2	Assistant Manager, Hasely Crawford Stadium	0	2	0	2		<i>Item No.57</i>
2		2		0	2	0	2		
1	Assistant Project Co- ordinator, Hasely Crawford Stadium	1	Assistant Project Co- ordinator, Hasely Crawford Stadium	0	1	0	1		<i>Item No.59</i>
1		1		0	1	0	1		
12	Assistant Swimming Instructor	12	Assistant Swimming Instructor	5	7	0	7		<i>Item No.48</i>
12		12		5	7	0	7		
29	Best Village Officer I	29	Best Village Officer I	20	9	0	9		<i>Item No.114</i>
29		29		20	9	0	9		
11	Best Village Officer II	11	Best Village Officer II	10	1	1	0		<i>Item No.113</i>
11		11		10	1	1	0		
18	Clerk, Swimming Pool Complex	18	Clerk, Swimming Pool Complex	13	5	1	4		<i>Item No.49</i>
18		18		13	5	1	4		

No. of Offices/List of Offices (under the purview of the Public Service Commission) in Draft Estimates		No. of offices/List of Public Service Offices on your Establishment (only permanent offices to be recorded)		No. of Permanent Officers	No. of Vacant Offices	No. of Vacant Offices With Bodies	No. of Vacant Offices Without Bodies	No. of Vacant offices which cannot be filled (give reasons) for e.g. suppression of offices, office to be abolished, etc	Remarks
16	Community Development Aide	16	Community Development Aide	4	12	0	12		<i>Item No.77</i>
16		16		4	12	0	12		
18	Community Development Officer I	18	Community Development Officer I	16	2	2	0		<i>Item No.70</i>
18		18		16	2	2	0		
10	Community Development Officer II	10	Community Development Officer II	7	3	3	0		<i>Item No.69</i>
10		10		7	3	3	0		
6	Community Development Supervisor I	6	Community Development Supervisor I	4	2	2	0		<i>Item No.65</i>
6		6		4	2	2	0		
2	Community Development Supervisor II	2	Community Development Supervisor II	2	0	0	0		<i>Item No.63</i>
2		2		2	0	0	0		
1	Co-ordinator, Best Village Programme	1	Co-ordinator, Best Village Programme	1	0	0	0		<i>Item No.112</i>
1		1		1	0	0	0		
1	Deputy Director, Community Development	1	Deputy Director, Community Development	1	0	0	0		<i>Item No.61</i>
1		1		1	0	0	0		
1	Director of Community Development	1	Director of Community Development	0	1	1	0		<i>Item No.60</i>
1		1		0	1	1	0		
1	Director, Physical Education and Sport	1	Director, Physical Education and Sport	1	0	0	0		<i>Item No.37</i>
1		1		1	0	0	0		
21	Games Coach	21	Games Coach	1	20	0	20		<i>Item No.41</i>
21		21		1	20	0	20		

No. of Offices/List of Offices (under the purview of the Public Service Commission) in Draft Estimates		No. of offices/List of Public Service Offices on your Establishment (only permanent offices to be recorded)		No. of Permanent Officers	No. of Vacant Offices	No. of Vacant Offices With Bodies	No. of Vacant Offices Without Bodies	No. of Vacant offices which cannot be filled (give reasons) for e.g. suppression of offices, office to be abolished, etc	Remarks
2	Handicraft Development Officer I	2	Handicraft Development Officer I	0	2	0	2		<i>Item No.68</i>
2		2		0	2	0	2		
3	Handicraft Development Officer II	3	Handicraft Development Officer II	1	2	0	2		<i>Item No.67</i>
3		3		1	2	0	2		
1	Handicraft Development Officer III	1	Handicraft Development Officer III	0	1	1	0		<i>Item No.66</i>
1		1		0	1	1	0		
2	Graphic Artist	2	Graphic Artist	1	1	0	1		<i>Item No.8</i>
2		2		1	1	0	1		
1	Manager, Civic Centre (Mayaro)	1	Manager, Civic Centre (Mayaro)	0	1	1	0		<i>Item No.100</i>
1		1		0	1	1	0		
1	Manager, Civic Centre (Point Fortin)	1	Manager, Civic Centre (Point Fortin)	1	0	0	0		<i>Item No.93</i>
1		1		1	0	0	0		
1	Manager, Civic Centre (Sangre Grande)	1	Manager, Civic Centre (Sangre Grande)	0	1	1	0		<i>Item No.106</i>
1		1		0	1	1	0		
1	Manager, Community Education Centre	1	Manager, Community Education Centre	0	1	1	0		<i>Item No.82</i>
1		1		0	1	1	0		
1	Manager, Hasely Crawford Stadium	1	Manager, Hasely Crawford Stadium	0	1	0	1		<i>Item No.56</i>
1		1		0	1	0	1		
7	Physical Education and Sport Officer I	7	Physical Education and Sport Officer I	5	2	1	1		<i>Item No.40</i>

No. of Offices/List of Offices (under the purview of the Public Service Commission) in Draft Estimates		No. of offices/List of Public Service Offices on your Establishment (only permanent offices to be recorded)		No. of Permanent Officers	No. of Vacant Offices	No. of Vacant Offices With Bodies	No. of Vacant Offices Without Bodies	No. of Vacant offices which cannot be filled (give reasons) for e.g. suppression of offices, office to be abolished, etc	Remarks
7		7		5	2	1	1		
1	Physical Education and Sport Officer II	1	Physical Education and Sport Officer II	0	1	1	0		<i>Item No.39</i>
1		1		0	1	1	0		
1	Project Co-ordinator, Regional Recreational Facilities	1	Project Co-ordinator, Regional Recreational Facilities	0	1	0	1		<i>Item No.58</i>
1		1		0	1	0	1		
10	Supervisor I, Handicraft Centre	10	Supervisor I, Handicraft Centre	0	10	0	10		<i>Item No.76</i>
10		10		0	10	0	10		
1	Supervisor II, Handicraft Centre	1	Supervisor II, Handicraft Centre	0	1	0	1		<i>Item No.75</i>
1		1		0	1	0	1		
6	Swimming Instructor	6	Swimming Instructor	2	4	4	0		<i>Item No.47</i>
6		6		2	4	4	0		
12	Swimming Pool Attendant	12	Swimming Pool Attendant	5	7	2	5		<i>Item No.50</i>
12		12		5	7	2	5		
1	Training Officer (Community Development)	1	Training Officer (Community Development)	1	0	0	0		<i>Item No.64</i>
1		1		1	0	0	0		
4	Warden I, Swimming Pool Complex	4	Warden I, Swimming Pool Complex	1	3	3	0		<i>Item No.46</i>
4		4		1	3	3	0		
2	Warden II, Swimming Pool Complex	2	Warden II, Swimming Pool Complex	0	2	0	2		<i>Item No.45</i>
2		2		0	2	0	2		
GENERIC OFFICES									
2	Accountant I	2	Accountant I	0	2	2	0		<i>Item No.22</i>

No. of Offices/List of Offices (under the purview of the Public Service Commission) in Draft Estimates		No. of offices/List of Public Service Offices on your Establishment (only permanent offices to be recorded)		No. of Permanent Officers	No. of Vacant Offices	No. of Vacant Offices With Bodies	No. of Vacant Offices Without Bodies	No. of Vacant offices which cannot be filled (give reasons) for e.g. suppression of offices, office to be abolished, etc	Remarks
1	Accountant I	1	Accountant I	0	1	1	0		<i>Item No.71</i>
3		3		0	3	3	0		
2	Accountant II	2	Accountant II	1	1	1	0		<i>Item No.21</i>
2		2		1	1	1	0		
8	Accounting Assistant	8	Accounting Assistant	3	5	5	0		<i>Item No.23</i>
8		8		3	5	5	0		
1	Accounting Executive I	1	Accounting Executive I	0	1	1	0		<i>Item No.20</i>
1		1		0	1	1	0		
2	Administrative Assistant	2	Administrative Assistant	1	1	0	1		<i>Item No.7</i>
2		2		1	1	0	1		
3	Administrative Officer II	3	Administrative Officer II	0	3	3	0		<i>Item No.6</i>
1	Administrative Officer II	1	Administrative Officer II	1	0	0	0		<i>Item No.62</i>
1	Administrative Officer II	1	Administrative Officer II	0	1	0	1		<i>Item No.121</i>
5		5		1	4	3	1		
2	Administrative Officer IV	2	Administrative Officer IV	0	2	2	0		<i>Item No.5</i>
2		2		0	2	2	0		
1	Administrative Officer V	1	Administrative Officer V	0	1	1	0		<i>Item No.4</i>
1		1		0	1	1	0		
1	Audio Visual Aide Officer	1	Audio Visual Aide Officer	0	1	0	1		<i>Item No.83</i>
1		1		0	1	0	1		
2	Auditing Assistant	2	Auditing Assistant	0	2	2	0		<i>Old Item No.20</i>
1	Auditing Assistant	1	Auditing Assistant	0	1	0	1		<i>CM #2111 dd 16/12/21</i>
3		3		0	3	2	1		
1	Auditor I	1	Auditor I	1	0	0	0		<i>Old Item No.19</i>
1	Auditor I	1	Auditor I	0	1	0	1		<i>Item No.26</i>
2		2		1	1	0	1		
1	Auditor II	1	Auditor II	0	1	1	0		<i>Old Item No.18</i>
1	Auditor II	1	Auditor II	0	1	0	1		<i>Item No.25</i>

No. of Offices/List of Offices (under the purview of the Public Service Commission) in Draft Estimates		No. of offices/List of Public Service Offices on your Establishment (only permanent offices to be recorded)		No. of Permanent Officers	No. of Vacant Offices	No. of Vacant Offices With Bodies	No. of Vacant Offices Without Bodies	No. of Vacant offices which cannot be filled (give reasons) for e.g. suppression of offices, office to be abolished, etc	Remarks
2		2		0	2	1	1		
1	Auditor III	1	Auditor III	0	1	0	1		Item No.24
1		1		0	1	0	1		
1	Caretaker	1	Caretaker	0	1	0	1		Item No.92
1		1		0	1	0	1		
2	Chauffeur/Messenger	2	Chauffeur/Messenger	1	1	1	0		Item No.10
2		2		1	1	1	0		
1	Chief Procurement Officer	1	Chief Procurement Officer	0	1	0	1	To be classified	Item No.122
1		1		0	1	0	1		
1	Cleaner I	1	Cleaner I	0	1	0	1		Item No.92
1	Cleaner I	1	Cleaner I	0	1	1	0		Item No.98
1	Cleaner I	1	Cleaner I	1	0	0	0		Item No.104
1	Cleaner I	1	Cleaner I	0	1	1	0		Item No.110
1	Cleaner I	1	Cleaner I	1	0	0	0		Item No.36
4	Cleaner I	4	Cleaner I	0	4	4	0		Item No.52
9		9		2	7	6	1		
16	Clerk I	16	Clerk I	3	13	12	1		Item No.9
1	Clerk I	1	Clerk I	1	0	0	0		Item No.74
1	Clerk I	1	Clerk I	0	1	1	0		Item No.88
18		18		4	14	13	1		
15	Clerk II	15	Clerk II	3	12	12	0		Item No.9
1	Clerk II	1	Clerk II	0	1	0	1		CM #2111 dd 16/12/21
3	Clerk II	3	Clerk II	1	2	2	0		Item No.74
1	Clerk II	1	Clerk II	0	1	1	0		Item No.115
1	Clerk II	1	Clerk II	1	0	0	0		Item No.34
1	Clerk II	1	Clerk II	1	0	0	0		Item No.54
22		22		6	16	15	1		
5	Clerk III	5	Clerk III	0	5	5	0		Item No.9

No. of Offices/List of Offices (under the purview of the Public Service Commission) in Draft Estimates		No. of offices/List of Public Service Offices on your Establishment (only permanent offices to be recorded)		No. of Permanent Officers	No. of Vacant Offices	No. of Vacant Offices With Bodies	No. of Vacant Offices Without Bodies	No. of Vacant offices which cannot be filled (give reasons) for e.g. suppression of offices, office to be abolished, etc	Remarks
2	Clerk III	2	Clerk III	1	1	1	0		<i>Item No.74</i>
1	Clerk III	1	Clerk III	1	0	0	0		<i>Item No.115</i>
8		8		2	6	6	0		
3	Clerk IV	3	Clerk IV	1	2	2	0		<i>Item No.9</i>
1	Clerk IV	1	Clerk IV	0	1	1	0		<i>Item No.74</i>
4		4		1	3	3	0		
5	Clerk Stenographer I/II	5	Clerk Stenographer I/II	2	3	2	1		<i>Item No.9</i>
1	Clerk Stenographer I/II	1	Clerk Stenographer I/II	0	1	1	0		<i>Item No.95</i>
4	Clerk Stenographer I/II	4	Clerk Stenographer I/II	2	2	2	0		<i>Item No.74</i>
1	Clerk Stenographer I/II	1	Clerk Stenographer I/II	0	1	0	1		<i>Item No.34</i>
1	Clerk Stenographer I/II	1	Clerk Stenographer I/II	0	1	0	1		<i>Item No.54</i>
12		12		4	8	5	3		
3	Clerk Stenographer III	3	Clerk Stenographer III	0	3	1	2		<i>Item No.9</i>
2	Clerk Stenographer III	2	Clerk Stenographer III	0	2	2	0		<i>Item No.115</i>
1	Clerk Stenographer III	1	Clerk Stenographer III	0	1	0	1		<i>Item No.54</i>
6		6		0	6	3	3		
2	Clerk Stenographer IV	2	Clerk Stenographer IV	1	1	1	0		<i>Item No.9</i>
2		2		1	1	1	0		
4	Clerk Typist I	4	Clerk Typist I	3	1	1	0		<i>Item No.9</i>
9	Clerk Typist I	9	Clerk Typist I	4	5	5	0		<i>Item No.74</i>
1	Clerk Typist I	1	Clerk Typist I	0	1	1	0		<i>Item No.88</i>
1	Clerk Typist I	1	Clerk Typist I	1	0	0	0		<i>Item No.101</i>
1	Clerk Typist I	1	Clerk Typist I	0	1	1	0		<i>Item No.107</i>
1	Clerk Typist I	1	Clerk Typist I	0	1	0	1		<i>CM #2111 dd 16/12/21</i>
1	Clerk Typist I	1	Clerk Typist I	1	0	0	0		<i>Item No.54</i>
18		18		9	9	8	1		
2	Clerk Typist II	2	Clerk Typist II	1	1	0	1		<i>Item No.115</i>
2		2		1	1	0	1		

No. of Offices/List of Offices (under the purview of the Public Service Commission) in Draft Estimates		No. of offices/List of Public Service Offices on your Establishment (only permanent offices to be recorded)		No. of Permanent Officers	No. of Vacant Offices	No. of Vacant Offices With Bodies	No. of Vacant Offices Without Bodies	No. of Vacant offices which cannot be filled (give reasons) for e.g. suppression of offices, office to be abolished, etc	Remarks
1	Director, Human Resource Services	1	Director, Human Resource Services	1	0	0	0		<i>Item No.30</i>
1		1		1	0	0	0		
3	Estate Constable	3	Estate Constable	1	2	0	2		<i>Item No.99</i>
4	Estate Constable	4	Estate Constable	2	2	0	2		<i>Item No.105</i>
4	Estate Constable	4	Estate Constable	2	2	0	2		<i>Item No.111</i>
11		11		5	6	0	6		
3	Executive Secretary	3	Executive Secretary	1	2	1	1		<i>Item No.9</i>
3		3		1	2	1	1		
1	Groundsman	1	Groundsman	1	0	0	0		<i>Item No.96</i>
1	Groundsman	1	Groundsman	1	0	0	0		<i>Item No.102</i>
1	Groundsman	1	Groundsman	0	1	0	1		<i>Item No.108</i>
4	Groundsman	4	Groundsman	0	4	0	4		<i>Item No.53</i>
7		7		2	5	0	5		
1	Handyman	1	Handyman	0	1	0	1		<i>Item No.97</i>
1		1		0	1	0	1		
2	Human Resource Officer II	2	Human Resource Officer II	0	2	0	2		<i>Item No.33</i>
2		2		0	2	0	2		
2	Human Resource Officer III	2	Human Resource Officer III	0	2	2	0		<i>Item No.32</i>
2		2		0	2	2	0		
1	Janitor	1	Janitor	1	0	0	0		<i>Item No.103</i>
1	Janitor	1	Janitor	1	0	0	0		<i>Item No.109</i>
2		2		2	0	0	0		
1	Maid I	1	Maid I	1	0	0	0		<i>Item No.14</i>
1	Maid I	1	Maid I	1	0	0	0		<i>Item No.91</i>
2		2		2	0	0	0		
1	Messenger I	1	Messenger I	1	0	0	0		<i>Item No.16</i>
7	Messenger I	7	Messenger I	4	3	2	1		<i>Item No.80</i>

No. of Offices/List of Offices (under the purview of the Public Service Commission) in Draft Estimates		No. of offices/List of Public Service Offices on your Establishment (only permanent offices to be recorded)		No. of Permanent Officers	No. of Vacant Offices	No. of Vacant Offices With Bodies	No. of Vacant Offices Without Bodies	No. of Vacant offices which cannot be filled (give reasons) for e.g. suppression of offices, office to be abolished, etc	Remarks
1	Messenger I	1	Messenger I	1	0	0	0		<i>Item No.89</i>
1	Messenger I	1	Messenger I	1	0	0	0		<i>Item No.35</i>
10		10		7	3	2	1		
1	Messenger II	1	Messenger II	1	0	0	0		<i>Item No.15</i>
1		1		1	0	0	0		
1	Motor Vehicle Driver	1	Motor Vehicle Driver	0	1	1	0		<i>Item No.17</i>
2	Motor Vehicle Driver	2	Motor Vehicle Driver	2	0	0	0		<i>Item No.42</i>
3		3		2	1	1	0		
2	Motor Vehicle Driver/Operator I	2	Motor Vehicle Driver/Operator I	2	0	0	0		<i>Item No.18</i>
7	Motor Vehicle Driver/Operator I	7	Motor Vehicle Driver/Operator I	5	2	0	2		<i>Item No.87</i>
9		9		7	2	0	2		
7	Motor Vehicle Driver/Operator II	7	Motor Vehicle Driver/Operator II	3	4	4	0		<i>Item No.86</i>
7		7		3	4	4	0		
1	Planning Officer I	1	Planning Officer I	0	1	0	1		<i>Item No.118</i>
1		1		0	1	0	1		
1	Printing Operator I	1	Printing Operator I	0	1	0	1	<i>To be suppressed</i>	<i>Item No.78</i>
1	Printing Operator I	1	Printing Operator I	0	1	0	1	<i>To be suppressed</i>	<i>Item No.85</i>
2		2		0	2	0	2		
1	Printing Operator II	1	Printing Operator II	0	1	0	1	<i>To be suppressed</i>	<i>Item No.73</i>
1		1		0	1	0	1		
1	Printing Operator IV	1	Printing Operator IV	0	1	0	1	<i>To be suppressed</i>	<i>Item No.72</i>
1	Printing Operator IV	1	Printing Operator IV	0	1	0	1	<i>To be suppressed</i>	<i>Item No.84</i>
2		2		0	2	0	2		
8	Procurement Officer	8	Procurement Officer	0	8	3	5		<i>Item No.124</i>
8		8		0	8	3	5		

No. of Offices/List of Offices (under the purview of the Public Service Commission) in Draft Estimates		No. of offices/List of Public Service Offices on your Establishment (only permanent offices to be recorded)		No. of Permanent Officers	No. of Vacant Offices	No. of Vacant Offices With Bodies	No. of Vacant Offices Without Bodies	No. of Vacant offices which cannot be filled (give reasons) for e.g. suppression of offices, office to be abolished, etc	Remarks
1	Project Analyst	1	Project Analyst	0	1	0	1		<i>Item No.119</i>
1		1		0	1	0	1		
1	Receptionist/Telephone Operator	1	Receptionist/Telephone Operator	0	1	1	0		<i>Item No.11</i>
1		1		0	1	1	0		
1	Research Officer II	1	Research Officer II	1	0	0	0		<i>CM #2111 dd 16/12/21</i>
1		1		1	0	0	0		
1	Research Officer I	1	Research Officer I	1	0	0	0		<i>Item No.120</i>
1	Research Officer I	1	Research Officer I	0	1	0	1		<i>CM #2111 dd 16/12/21</i>
2		2		1	1	0	1		
2	Senior Human Resource Officer	2	Senior Human Resource Officer	0	2	2	0		<i>Item No.31</i>
2		2		0	2	2	0		
4	Senior Procurement Officer	4	Senior Procurement Officer	0	4	0	4	<i>To be classified</i>	<i>Item No.123</i>
4		4		0	4	0	4		
1	Senior Planning Officer	1	Senior Planning Officer	0	1	0	1		<i>Item No.117</i>
1		1		0	1	0	1		
1	Storekeeper I	1	Storekeeper I	0	1	1	0		<i>Item No.43</i>
1		1		0	1	1	0		
1	Telephone Operator I	1	Telephone Operator I	0	1	1	0		<i>Item No.12</i>
1		1		0	1	1	0		
1	Vault Attendant I	1	Vault Attendant I	0	1	0	1		<i>Item No.13</i>
1	Vault Attendant I	1	Vault Attendant I	1	0	0	0		<i>Item No.79</i>
2		2		1	1	0	1		
6	Watchman	6	Watchman	0	6	0	6		<i>Item No.51</i>
6		6		0	6	0	6		
446		446		177	269	123	146		

No. of Offices/List of Offices (under the purview of the Salaries Review Commission) in Draft Estimates		No. of offices/List of Public Service Offices on your Establishment (only permanent offices to be recorded)		No. of Permanent Officers	No. of Vacant Offices	No. of Vacant Offices With Bodies	No. of Vacant Offices Without Bodies	No. of Vacant offices which cannot be filled (give reasons) for e.g. suppression of offices, office to be abolished, etc	Remarks
1	Permanent Secretary	1	Permanent Secretary	1	0	0	0		<i>Item No.2</i>
1		1		1	0	0	0		
1	Deputy Permanent Secretary	1	Deputy Permanent Secretary	0	1	0	1		<i>Old Item No.4</i>
1	Deputy Permanent Secretary	1	Deputy Permanent Secretary	0	1	0	1		<i>Item No.3</i>
2		2		0	2	0	2		
449		449		178	271	123	148		

(B) LIST OF FILLED AND VACANT POSITIONS AS AT JUNE 30, 2022

No.	Divisions/Units	Filled	Vacant	Vacant (With Bodies)	Vacant (Without Bodies)	Remarks
80	General Administration	23	57	47	10	
13	Accounting Unit	4	9	9	0	
8	Audit Unit	1	7	3	4	
9	Human Resource Management Unit	1	8	4	4	
4	National Sports Council	3	1	0	1	
107	Physical Education and Sport Division	38	69	17	52	
5	Hasely Crawford Stadium	0	5	0	5	
105	Community Development Division	51	54	23	31	
24	Community Education Centre	10	14	7	7	
9	Point Fortin Civic Centre	3	6	2	4	
9	Mayaro Civic Centre	6	3	1	2	
9	Sangre Grande Civic Centre	3	6	3	3	
47	Best Village	33	14	4	10	
6	Policy and Planning	2	4	0	4	
1	Client Services Division - Citizen's Facilitation Unit	0	1	0	1	
13	Procurement Unit	0	13	3	10	
449		178	271	123	148	