



SERVICE COMMISSIONS DEPARTMENT
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In replying, the above number and date of this letter should be quoted.

11th July, 2018

Mrs. Jacqui Sampson-Miguel
Clerk of the House
Office of the Parliament
Level G-9, Tower D
The Port-of-Spain International Waterfront Centre
1A Wrightson Road
Port-of-Spain

Dear Madam

The Sixth Report of the Public Administration and Appropriations Committee on an Examination into the Tobago House of Assembly with specific reference to Accountability and Transparency, Inventory Control, Internal Audit, Sub-Head 02 - Goods and Services, Sub-Head 03 - Minor Equipment Purchases, Sub - Head 04 - Current Transfers and Subsidies and Sub-Head 09 – Development Programme – Consolidated Fund

Your letter Parl.: 5/7/51 dated 7th May, 2018 refers.

With reference to the recommendations outlined at page 17 of the Sixth Report of the Public Administration and Appropriations Committee on an Examination into the Tobago House of Assembly as referenced in the subject at caption, please be informed that the records of the Service Commissions Department reveal that a total of twenty two (22) offices were created by Cabinet Minute No. 2953 dated 1st November, 2007.

With respect to the aforementioned offices, two (2) offices in the Secretarial class and three (3) of Clerk I have been filled; while there is a total of ten (10) acting incumbents in offices in the Accounting and Auditing group of offices.

The attached statement provides details with respect to the status of all the offices that were created by Cabinet Minute No. 2953 dated 1st November, 2007 and the steps being taken to fill those offices.

Yours faithfully



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Director of Personnel Administration (ag)

**Status of Offices in the Tobago House of Assembly which were created by
Cabinet Minute No. 2953 dated 1st November, 2007**

No	Office	Salary Range	No. of offices	No. of Vacancies	Status	Remarks
1.	Auditor II	42E	1	1	There is an acting incumbent in the office.	Steps are being taken to fill the vacant offices by September, 2018.
2.	Auditor I	35F	1	1	There is an acting incumbent in the office.	
3.	Auditing Assistant	30C	2	2	There is an acting incumbent in one of the vacancies at present	
4.	Printing Supervisor II	36G	1	1	Office not filled and there is no acting incumbent.	The office will be filled by November, 2018.
5.	Printing Operator II	19F	1	1	Office not filled and there is no acting incumbent.	
6.	Printing Operator I	16	1	1	Office not filled and there is no acting incumbent.	
7.	Director, Land Administration	65	1	1		The offices are specific to the THA. Recommendations have not been received from the Chief Administrator, THA for the filling of the offices.
8.	Inspector of State Lands	26C	1	1	No acting incumbent	
9.	Assistant Inspector of State Lands	20	2	2	No acting incumbents	
10.	State Lands Patrolman	9	4			The matter will be investigated in order to determine the position of the Clerk, THA.

No	Office	Salary Range	No. of offices	No. of Vacancies	Status	Remarks
11.	Accounting Executive I	54	1	1	There is an acting incumbent in the office.	Steps are being to fill the offices by September, 2018.
12.	Accountant I	31C	2	2	There are acting incumbents in the office.	
13.	Accounting Assistant	25E	4	4	There are acting incumbents in the office.	
14.	Clerk II	20C	5	5	The exercise of verifying the vacant offices of Clerk II in the Public Service is ongoing.	Steps are being to fill the offices by September, 2018.
15.	Clerk I	14	3	0		
16.	Clerk Typist I	13	2	1	An officer is employed on a temporary basis in the remaining vacancy.	1 vacant office to be filled by September, 2018.
17.	Clerk Stenographer IV	30E	1	0		Office was filled in 2018.