



SERVICE COMMISSIONS DEPARTMENT
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P: 68/14/1 Vol. I

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

7th September, 2018

Ms. Joan Mendez
Permanent Secretary
Ministry of Public Administration
Level 7
National Library Building
Corner Hart and Abercromby Streets
Port-of-Spain

Dear Madam

Eighteenth Report of the Public Accounts Committee on an Examination of the Audited Financial Statements of the Airport Authority of Trinidad and Tobago for the financial years 2008 to 2012

Your letter PA: 3/8/2 Vol. II dated 12th July, 2018 on the subject at caption refers.

I have reviewed the recommendation as requested and submit for your perusal a draft response to be submitted by the Minister of Public Administration to the Joint Select Committee

Recommended Response by the Minister

It is confirmed, based on a perusal of the records of the Service Commissions Department (SCD), that there is a vacancy rate of approximately fifty three percent (53%) in the Auditor General's Department. However, the SCD has been working to expedite the filling of the following offices to reduce the number of vacancies during the next quarter of 2018:

- Audit Examiner Assistant I (Range 20C) – there are 18 vacancies. This office was advertised, and examinations were held to shortlist candidates. The shortlisted candidates were interviewed and an Order of Merit List is to be established by the Public Service Commission shortly, following which the offices will be filled;

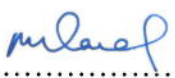
- Audit Examiner I (Range 35F) – there are 42 vacancies. A Draft Note is being prepared for submission to the Public Service Commission for its consideration by the end of September 2018 for the filling of 23 vacancies as recommended by the Auditor General;
- Audit Examiner II (Range 42E) – there are 21 vacancies. The Auditor General is to submit recommendations for the filling of these vacancies. When recommendations are received the filling of this office will be expedited.
- Audit Senior (Range 55F) – there are 8 vacancies. This office was advertised in 2018. 118 applications were received and are expected to be screened to determine eligibility during the next quarter.

The filling of the above vacancies (70) will reduce the vacancy rate from fifty-three (53%) to forty (40%).

The Department is committed to working closely with the Auditor General to fill the vacancies in accordance with the Public Service Commission Regulations.

I have attached for your information a statement outlining the status of the offices in the auditing stream in the Auditor General's Department.

Yours faithfully


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Director of Personnel Administration (aq)

Status of Offices in the Auditor General’s Department as at 06.09.18

No.	Office	No. of Offices (inclusive of Tobago)	Officers permanently appointed	No. of offices Vacant	No. vacant offices with bodies	No. of vacant offices without bodies	Remarks
1.	Auditor General (SRC)	1	1	0	-	-	Office filled
2.	Deputy Auditor General (Group 2B)	1	1	0	-	-	Office filled
3.	Assistant Auditor General (Group 3A)	4	4	0	-	-	Office filled
4.	Audit Director (Range 63)	7 (1 Tobago)	4	3 (1-Tobago)	3	0	Recommendation received on 4 th April, 2018 from Auditor General for filling of offices. To be submitted for consideration of PSC by 31.10.2018.
5.	Assistant Audit Director (Range 61)	15 (1-Tobago)	10	5 (1-Tobago)	5	0	Recommendations have not been received for the filling of the vacant offices.
6.	Audit Executive II (Range 63)	3	1	2	2	0	Recommendation received on 4 th April, 2018 from Auditor General for filling of offices. To be submitted for consideration of PSC by 31.10.2018.
7.	Audit Executive I (Range 55F)	8	5	3	3	0	Recommendation has not been received for filling of vacant offices.
8.	Audit Senior (Range 55F)	17 (3-Tobago)	9	8 (3-Tobago)	2	6	Office was advertised. 118 applications to be screened

No.	Office	No. of Offices (inclusive of Tobago)	Officers permanently appointed	No. of offices Vacant	No. vacant offices with bodies	No. of vacant offices without bodies	Remarks
9.	Audit Manager (Range 50E)	15 (1-Tobago)	8	7 (1-Tobago)	7	0	Recommendation received on 18 th February, 2016 for filling of vacant offices. Decision to be taken on the regularization of seniority of officers holding appointments in offices of Audit Supervisor and Audit Manager before recommendation can be submitted. This matter would be submitted to the Commission by 18.09.2018.
10.	Audit Supervisor (Range 50E)	10 (3-Tobago)	3	7 (3-Tobago)	4	3	Recommendation received on 18 th February, 2016 for filling of vacant offices. Decision to be taken on the regularization of seniority of officers holding appointments in offices of Audit Supervisor and Audit Manager before recommendation can be submitted. This matter would be submitted to the Commission by 18.09.2018.
11.	Audit Examiner II (Range 42E)	43 (3-Tobago)	22 (2-Tobago)	21 (1-Tobago)	12	9	Recommendations have not been received from the Auditor

No.	Office	No. of Offices (inclusive of Tobago)	Officers permanently appointed	No. of offices Vacant	No. vacant offices with bodies	No. of vacant offices without bodies	Remarks
							General for filling of the 21 vacancies.
12.	Audit Examiner I (Range 35F)	42 (4-Tobago)	0	42	0	42	Draft note being prepared for filling of 23 offices of Audit Examiner I. To be submitted to the Commission by 28.09.2018.
13.	Audit Examiner Assistant I (Range 20C)	49 (5-Tobago)	31 (5-Tobago)	18	0	18	Interviews were conducted and an Order-of-Merit List is to be established for the filling of vacancies.
14.	Auditor II (Range 42E)	1	0	1	1	-	The filling of offices in the Auditing stream (including those of Auditor II) in the Public Service is expected to be completed at the end of 2018.
15.	Auditing Assistant (Range 30C)	1	1	0	0	-	Office filled.
	TOTAL	217	100	117	39	78	