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## **Circular Memorandum**

**P: 15/1/51 Vol 4 Temp. 3**

**E/018/2022**

**FROM:** Director of Personnel Administration

**TO:** Permanent Secretaries and Heads of Department

**DATE:** 29 March, 2022

**SUBJECT: Eligibility for acting in the Human Resource Officer Series**

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The subject matter at caption and Circular Memorandum No. E/26/16 dated 7<sup>th</sup> June, 2016 issued to Permanent Secretaries and Heads of Department refer.

In that Circular Memorandum, inter alia, you were also informed of the Commission's decision that priority be given to officers who hold substantive appointments in the Human Resource Officer Series when an acting appointment falls to be made in higher offices of that Series.

In this regard, the Commission wishes to categorically state that officers who hold substantive appointments in the Human Resource Officer Series are to be given preference for acting appointments in the higher offices in that Series. If there are no substantive officers to be considered for acting appointment in the higher offices in the Human Resource Officer Series when an acting appointment falls to be made, then Permanent Secretaries and Heads of Department can make recommendations for the acting appointment in accordance with Regulation 26 of the Public Service Commission Regulations.

Please be advised however, that where Order-of-Merit Lists exists, the Commission may make such acting appointments in accordance with Regulation 24 of the Public Service Commission Regulations.

Finally, you are reminded that the terms "Series/Streams" are used interchangeably in the categorizing of jobs. In Series/Streams, jobs with related functional responsibilities are ranked in a hierarchy, from the least to the most complex on the basis of knowledge, skills and responsibilities. In this regard, the offices in the Human Resource Officer Series are:-

OFFICE	RANGE
Human Resource Officer I	46
Human Resource Officer II	53E
Human Resource Officer III	58E
Senior Human Resource Officer	63
Director, Human Resources	67
Director, Human Resource Services	67

The Commission directs that Permanent Secretaries and Heads of Department should ensure that this Circular Memorandum is given the widest circulation possible within your Ministries/Departments.

Please be guided accordingly.



Director of Personnel Administration (Ag.)