

CIRCULAR

SAVINGRAM

To: All Chief Executive Officers
From: Chief Executive Officer, Ministry of Trade and Economic Development
Our Ref. No.: ADM/4/7/2 **Your Ref. No.:** N/A
Date: 14th October 2021

Re: Advertisement of Vacant Position

The Ministry of Trade and Economic Development herewith advise, that the following one (1) vacancy is available for interested applicants **within** and **outside** the Public Service;

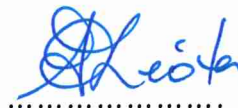
Advertisement:

| Post | Division | Band | Salary Scale | Minimum Requirements |
|--|---------------------------|------|---------------------|---|
| Assistant Business Development Officer | Business Support Division | M | \$15,120 - \$22,680 | <ul style="list-style-type: none">▪ Relevant Diploma Level (5/6) TNQAB framework + up to 3 years' relevant work experience▪ Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience▪ Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years) |

All civil servants who wish to apply may do so and submit their applications through their respective CEOs. Only applications that meet the requirements will be considered. All applications must include an application letter, curriculum vitae, previous and current employment reference letters, copies of relevant qualification transcripts, certificates, and any other support documents necessary. Applications are to be addressed to the Chief Executive Officer, Ministry of Trade and Economic Development no later than **4.30 pm, Thursday 28th October 2021.**

For details of the job descriptions, please request to recruitment@mted.gov.to or telephone 7400105; Ext. 168.

Respectfully,



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Melenaite Le'ota

for Chief Executive Officer for Trade and Economic Development

