



VACANCY

The Judiciary of Trinidad and Tobago is looking for dynamic individuals to fill the following position:

TOBAGO VACANCY

Business Operations Coordinator (1 position)

The incumbent is required to perform a variety of administrative and/or advanced secretarial support duties. Duties include supervising and coordinating the work of staff performing clerical/secretarial and administrative support duties; assisting in the preparation of budgets for a Unit/Division and the training and guidance of subordinate staff.

Instructions to Applicants:

1. Interested persons are invited to visit www.ttlawcourts.org/CriminalDivision for further information, and to apply.
2. Applications must be completed on the web application form and submitted no later than 4.00 pm on December 23, 2022. Applications received after 4.00 pm, will NOT be considered.
3. All information requested on the application form must be provided and all pre-screening questions must be answered.
4. Only the requested documents (Resume and the Trinidad and Tobago Police Certificate of Character OR a Receipt for your Certificate of Character) must be submitted. No other documents must be submitted at this time.
5. If you are unable to obtain a Certificate of Character, it does not disqualify you from submitting an application to be considered.
6. For further information and/or queries, please contact the Judiciary's Recruitment Team via email at crimdivrecruitment@ttlawcourts.org. Applications submitted to this email address will NOT be acknowledged or considered. Applicants will receive an automated acknowledgment, but only suitable applicants will be contacted.