

“YEAR OF WILL”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.22/1983

REFERENCE NO. PS: 37/1/1

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments,
Regional Executive Officers and
General Managers of Public
Corporations/ Companies.

SUBJECT:

Vacancies for Management Trainees.

DATE: 1983-09-03

Applications are invited for suitable qualified Officers for appointment as Management Trainees on the under mentioned term and conditions. During the period of training the officers will be placed ‘on Secondment’ to the Public Service Ministry until such time as they are appointed to new positions:-

CATEGORY A

- AGE:** Applicants should not be less than 23 years of age or more than 35 on 30th September, 1983.
- QUALIFICATIONS:** A recognized University Degree or Diploma. preference will be given to those whose discipline include- Social Science, Arts, Management and public Administration, or preferably, in the branches related to Personnel, business Administration or business Management.
- SELECTION:** This procedure will include a competitive examination in essay writing, report and précis writing, in addition to a general knowledge paper.
- TRAINING:** This will involve an intensive two (2) year in-service Programme with inputs from the Public Service Ministry, Guyana Management institute and other personnel training institutions.
- Areas of study will include:-

Basic principles of management	Communication
Personnel, management and Industrial Relations	Elements of Economics
Financial Management	Management Services Techniques
Public Policy	The international Environment
Time Management	Trade Unionism
Structure of Government	Some Aspects of Caribbean History
Organizational Behaviour	English and Report Writing

It will also involve a series of closely monitored attachment in the Public Sector (e.g. Ministries/Regions/Corporations).

On Successful completion of the two-year training Programme, trainees will be eligible for appointment to senior pensionable positions.

SALARY \$900.00 per month (fixed) on recruitment. An appropriate adjustment will be granted during the training period.

LEAVE Leave will be granted in accordance with existing regulations.

CATEGORY B

AGE: Applicants should not be less than 23 years of age or more than 35 on 30th September, 1983.

QUALIFICATIONS Five (5) passes at the G.C.E. Ordinary Level at one Sitting,

including English Language and Mathematics, the latter subjects being no lower than grade C from June 1975 and at least five (5) years satisfactory working experience in the Public Sector.

OR

Five (5) passes at the C.X.C examination- General Proficiency, Grade 1 or 11, including English Language and Mathematics and at least five (5) years satisfactory working experience in the Public Sector

- SELECTION: This procedure will include a competitive examination in Essay Writing, report and précis writing in addition to a general knowledge paper.
- TRAINING: Same as for Category A, but the Programme will extend to three (3) years instead of two (2).on successful completion of the training Programme, Trainees will be eligible for appointment to a pensionable position not below the level of Administrative Assistant.
- SALARY \$550.00 per month (fixed) on recruitment. Appropriate adjustments will be granted during the training period.
- LEAVE Leave will be granted in accordance with existing regulations.

Officers who are interested in the Trainee Scheme are requested to submit their applications through their Permanent Secretaries/Heads of Department/Regional Executive Officers/General Managers who should in turn, forward them with an appropriate recommendation to the Secretary, Public Service Commission, to reach not later than 24th September, 1983.Applications should state name in full, date of birth, educational qualifications and work experience.

Permanent Secretaries/Heads of Departments/Regional Executive Officers/General Mangers are requested to bring the contents of this Circular to the attention of all officers in their Ministry/Department/Corporation.

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(J.E. Sinclair)
Permanent Secretaries
Public Service Ministry.