

**CHAPTER 29**

**PUBLIC SERVICE**

**PUBLIC SERVICE (QUALIFICATIONS)  
ORDER, 2001**

**ARRANGEMENT OF REGULATIONS**

REGULATION

1. Citation.
2. Interpretation.
3. Qualifications.
4. Unestablished offices.
5. Revocation.

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**SCHEDULE**

**CAP. 29**

*Public Service  
(Qualifications) Order, 2001*

L.R.O. 2007 E2

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**CHAPTER 29**

## PUBLIC SERVICE

Cap. 29.

PUBLIC SERVICE (QUALIFICATIONS)  
ORDER, 2001

2001/121.

**Authority:** This Order was made on 27th October, 2001 by the Minister under section 2(1)(c) of the *Civil Establishment Act*.

**Commencement:** 13th December, 2001.

**1.** This Order may be cited as the *Public Service (Qualifications) Order, 2001*. Citation.

**2.** (1) For the purposes of this Order, Interpretation.  
“approved” means approved by the technical head of the relevant department;

“Qualification Bar” has the same meaning as in the *Public Service (General) Order, 1999*. 1999/69.

(2) The offices that are established under more than one Ministry or Department are specified in the *Schedule* under the heading “GENERAL SERVICE”.

**3.** (1) The qualifications required for appointment to the offices set out in the *Schedule* are Qualifications.

(a) the qualifications specified therein; or

(b) those qualifications that are equivalent to the specified qualifications.

(2) The Minister shall determine any question as to whether or not a qualification is equivalent to a qualification specified in the *Schedule*.

**CAP. 29**  
paras.4-5

*Public Service*  
*(Qualifications) Order, 2001*

L.R.O. 2007 E4

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Unestablished  
offices.      **4.** The Minister may by notice published in the *Gazette* specify the qualifications in respect of any unestablished office.

Revocation.  
1974/245.      **5.** The *Civil Establishment (Qualifications) Order, 1974* is revoked.

## SCHEDULE

## QUALIFICATIONS

## ARRANGEMENT OF SCHEDULE

	Page
(1) Agriculture and Science .....	8
(i) General .....	8
(ii) Central Agronomic Research Station .....	15
(iii) Entomology .....	16
(iv) Seed Store .....	16
(v) Soil Conservation .....	17
(vi) Livestock Research .....	16
(vii) General Support Services .....	17
(viii) Markets .....	17
(2) Airport .....	20
(3) Analytical Services .....	28
(4) Archives .....	29
(5) Attorney-General and other legal offices .....	31
(6) Audio Visual Aids Department .....	32
(7) Audit .....	35
(8) Bureau of Women's Affairs .....	37
(9) Central Purchasing Department .....	37
(10) Civil Service .....	39
(11) Coastal Zone Management Unit .....	41
(12) Commerce, Consumer Affairs and Business Development .....	42
(13) Community Development .....	43
(14) Co-operatives .....	44
(15) Corporate Affairs and Intellectual Property .....	46
(16) Customs Department .....	47
(i) Customs and Excise .....	47
(ii) Value Added Tax Unit .....	50
(17) Data Processing Department .....	54
(18) Defence and Security .....	57
(19) Drug Service .....	58
(20) Economic Affairs .....	59
(21) Education .....	61
(i) Ministry Headquarters .....	61
(ii) Erdiston College .....	63

	Page
(iii) Samuel Jackman Prescod Polytechnic .....	64
(iv) Teaching Service .....	67
(22) Electoral Department .....	70
(23) Energy Division .....	71
(24) Environmental Division .....	71
(25) Finance .....	72
(26) Fisheries .....	77
(27) Foreign Affairs and Foreign Trade .....	79
(i) Foreign Affairs Division .....	79
(ii) Foreign Trade Division .....	82
(28) General Service .....	82
(29) Government Electrical Engineering Department .....	100
(30) Government House .....	102
(31) Government Industrial Schools .....	103
(32) Government Information Service .....	105
(33) Government Printing Department .....	107
(34) Health .....	111
(i) General .....	111
(ii) Interdepartmental Posts .....	119
(iii) Children's Development Centre .....	130
(iv) Health Centres and Polyclinics .....	133
(v) Hillside Home .....	134
(vi) National Nutrition Department .....	134
(vii) Geriatric Hospital .....	135
(viii) Nursing Service .....	135
(ix) Ambulance Service .....	140
(x) Environmental Engineering Division .....	141
(xi) Psychiatric Hospital .....	143
(xii) Queen Elizabeth Hospital .....	145
(xiii) Aids Hostel .....	155
(xiv) HIV/AIDS Division .....	155
(xv) Environmental Sanitation Unit .....	156
(35) Home Affairs .....	156
(36) Housing .....	158
(i) General .....	158
(ii) Legal Unit .....	162

	Page
(37) Immigration Department .....	162
(38) Inland Revenue Department .....	164
(39) International Business .....	168
(40) International Transport .....	169
(41) Labour .....	170
(i) General Administration .....	170
(ii) Labour Department .....	171
(42) Land Registry .....	172
(43) Land Tax Department .....	174
(44) Lands and Surveys Department .....	176
(45) Licensing Authority .....	177
(46) Meteorological Department .....	179
(47) National Council for Science and Technology .....	181
(48) National Insurance Department .....	182
(49) National Library Service .....	188
(50) Ombudsman .....	190
(51) Post Office .....	190
(52) Price Control .....	194
(53) Prime Minister's Office and Cabinet Office .....	195
(54) Prison Department .....	196
(55) Probation Department .....	197
(56) Public Sector Reform .....	198
(57) Public Works .....	199
(58) Registration Department .....	207
(59) School Meals Department .....	209
(60) Statistical Department .....	211
(61) Telecommunications Unit .....	212
(62) Tourism .....	214
(63) Town and Country Planning .....	215
(64) Training Unit .....	218
(65) Treasury Department .....	219
(66) Welfare Department .....	221
(67) Youth Affairs .....	222
(i) General .....	222
(ii) Youth Development Programme .....	222
(iii) Youth Entrepreneurial Scheme .....	223
(iv) Barbados Youth Service .....	223

## (1) AGRICULTURE AND SCIENCE

## (i) GENERAL

1. *Chief Agricultural Officer*

A postgraduate qualification in Agriculture or in a related discipline. Not less than eight years' postgraduate experience is required.

2. *Deputy Chief Agricultural Officer*

A postgraduate qualification in Agriculture or in a related discipline. Not less than six years' postgraduate experience is required.

3. *Senior Veterinary Officer*

(a) A degree in Veterinary Medicine;

(b) Not less than three years' approved experience after qualifying in food-animal-medicine; and

(c) Registration to practice Veterinary Medicine in Barbados.

4. *Veterinary Officer*

A degree in Veterinary Medicine and registration to practice Veterinary Medicine in Barbados.

5. *Veterinary Pathologist*

Registration to practice veterinary medicine in Barbados and a post-graduate qualification in Diagnostic Veterinary Pathology.

6. *Senior Agricultural Officer*

A postgraduate qualification in Agriculture or in a related discipline. Not less than four years' postgraduate experience is required.



7. *Agricultural Officer I*

A postgraduate qualification in Agriculture or in a related discipline. Not less than two years' postgraduate experience is required.

8. *Agricultural Officer II*

A degree in Agriculture or in a related discipline.

9. *Senior Agricultural Assistant*

(a) The Diploma in Agriculture from the Eastern Caribbean Institute of Agriculture and Forestry; or

(b) Two "A" level certificates.

In either case, not less than five years' relevant experience is required.

10. *Agricultural Assistant I*

The Diploma in Agriculture from the Eastern Caribbean Institute of Agriculture and Forestry or equivalent qualifications.

11. *Agricultural Assistant II*

At least four subjects at CXC General Proficiency level, one of which must be a science subject.

12. *Senior Laboratory Assistant*

(a) An associate degree in Science; or

(b) Two "A" level certificates.

In either case, not less than five years' relevant experience is required.

13. *Laboratory Assistant I*

An associate degree in Science.

14. *Laboratory Assistant II*

At least four subjects at CXC General Proficiency level, including English Language and a science subject.

15. *Field Assistant*

(a) A certificate in Agriculture from the Samuel Jackman Prescod Polytechnic; or

(b) A standard of education equal to the National Certificate of Secondary Education and not less than one year's relevant experience.

16. *Farm Attendant*

(a) A certificate in Agriculture from the Samuel Jackman Prescod Polytechnic; or

(b) A standard of education equal to the National Certificate of Secondary Education and not less than one year's relevant experience.

17. *Laboratory Attendant*

(a) A certificate in Agriculture from the Samuel Jackman Prescod Polytechnic; or

(b) A standard of education equal to the National Certificate of Secondary Education and not less than one year's relevant experience.

18. *Veterinary Laboratory Technologist*

(a) A degree in Natural Science, Microbiology, Biology, Biochemistry or a degree in a related discipline. Not less than one year's experience in an approved diagnostic laboratory is required; or

(b) The Higher National Certificate in Veterinary Laboratory Technology; or

(c) A diploma of Medical Technology from the West Indies Society of Medical Technologists; or

(d) An associate degree in Medical Laboratory Technology.

19. *Veterinary Laboratory Technician*
- (a) The Ordinary National Certificate in Veterinary Laboratory Technology; or
- (b) An associate degree in Medical Laboratory Technology.
20. *Trainee Veterinary Laboratory Technician*
- At least five subjects at CXC General Proficiency level, including Mathematics and two science subjects.
21. *Supervisor, Seed Store*
- (a) At least five subjects at CXC General Proficiency level, including English Language and a science subject. Knowledge of Accounts would be an asset; or
- (b) Recruitment of officers at the level of Senior Clerk with not less than three years' experience in that grade. A knowledge of Accounts and Agricultural Science is required.
22. *Assistant Supervisor, Seed Store*
- At least three subjects at CXC General Proficiency level, including English Language; and not less than three years' relevant experience.
23. *Animal Health Assistant I*
- A diploma in Animal Health and Veterinary Public Health.
24. *Animal Health Assistant II*
- At least four subjects at CXC General Proficiency level, including English Language and a science subject.
25. *Plant Disease Supervisor*
- At least four subjects at CXC General Proficiency level, including English Language and a science subject.

26. *Pesticide Control Inspector*

- (a) At least two "A" level certificates; or
- (b) An associate degree in Science.

In either case, not less than three years' relevant experience in the science field is required.

27. *Agricultural Aide*

- (a) At least four subjects at CXC General Proficiency level, including English Language; or
- (b) A certificate in Agriculture or Home Economics from the Samuel Jackman Prescod Polytechnic.

28. *Graphic Artist*

A certificate in Art from a recognized institution and not less than one year's relevant experience in commercial art.

29. *Photographer*

A secondary education and at least three years' experience as a Photographer. Knowledge of the fundamentals of photography and film processing is essential.

30. *Technical Assistant I*

- (a) The Diploma in Agriculture from the Eastern Caribbean Institute of Agriculture and Forestry and not less than five years' relevant experience in agriculture; or
- (b) Recruitment of officers in the grade of Technical Assistant II with not less than three years' experience in that grade.

31. *Technical Assistant II*

- (a) Recruitment of officers in the grade of Technical Assistant III with not less than three years' experience in that grade and six months aggregated relevant training; or
- (b) Not less than ten years' relevant experience in Agriculture and one year of aggregated training.

32. *Technical Assistant III*

- (a) At least four subjects at CXC General Proficiency level, including one science subject; or
- (b) Recruitment of officers in the grade of Technical Assistant IV with not less than three years' experience in that grade; or
- (c) Not less than eight years' relevant experience in Agriculture.

33. *Technical Assistant IV*

- (a) The Certificate in Agriculture from the Samuel Jackman Prescod Polytechnic; or
- (b) Not less than three years' relevant experience in Agriculture.

34. *Nursery Supervisor*

At least four subjects at CXC General Proficiency level, including English Language; and not less than one year's relevant experience.

35. *Land Surveyor*

Successful completion of the final examination of the Land Surveyors' Board.

36. *Draughtsman*

An associate degree in Civil or Building Engineering.

37. *Foreman Mechanic*

- (a) An Intermediate Level Certificate in Mechanics from the City and Guilds of London Institute; and not less than five years' relevant experience; or
- (b) A sound knowledge of diesel engines and crawler type tractors; and not less than eight years' experience working in the maintenance and repair of such equipment. The ability to organize and supervise work assignments is required.

38. *Assistant Foreman Mechanic*

- (a) An Intermediate Level Certificate in Mechanics from the City and Guilds of London Institute and not less than three years' relevant experience; or
- (b) A sound knowledge of diesel engines and crawler-type tractors and not less than five years' experience.

39. *Superintendent of Works*

- (a) Level II of the City and Guilds in Civil and Building Engineering and not less than five years' relevant experience; or
- (b) Not less than ten years' experience as a first class tradesman, five of which should be at the level of Assistant Superintendent of Works.

40. *Clerk of Works*

At least five subjects at CXC General Proficiency level including Mathematics and English Language.

41. *Foreman Operator*

An experienced driver with a heavy equipment licence and evidence of supervisory ability.

42. *Field Foreman*

- (a) At least four subjects at CXC General Proficiency level, one of which must be a science subject; or
- (b) Recruitment of officers with not less than ten years' relevant experience in Agriculture. The satisfactory completion of approved in-service training is required; or
- (c) A certificate in Agriculture from the Samuel Jackman Prescod Polytechnic.

43. *Workshop Foreman*

- (a) Level II of the City and Guilds in Mechanical and Electrical Engineering; and not less than three years' relevant experience; or
- (b) An associate degree in Mechanical and Electrical Engineering; and not less than three years' relevant experience; or
- (c) An approved technical qualification and not less than five years' relevant experience.

44. *Plant Disease Inspector*

At least four subjects at CXC General Proficiency level, one of which must be a science subject.

45. *Statistician I*

- (a) A degree in Statistics or Social Science with substantial courses in Applied Statistics; and not less than two years' job experience; or
- (b) A postgraduate qualification in Statistics; and not less than one year's job experience.

46. *Statistician II*

A degree in Statistics or Social Science with substantial courses in Applied Statistics.

## (ii) CENTRAL AGRONOMIC RESEARCH STATION

1. *Beekeeper*

A primary education. Experience in Bee keeping would be an asset.

2. *Sprayer*

A primary education. Experience in the use of sprays would be an asset.

3. *Budder*

A primary education. Experience in budding would be an asset.

4. *Pump Attendant (CV)*

A primary education and at least three years' relevant experience.

5. *Pump Attendant (CVIII)*

A primary education.

## (iii) ENTOMOLOGY

*Entomological Assistant*

A primary education.

## (iv) SEED STORE

1. *Seed Store Attendant*

A primary education and not less than two years' relevant experience.

2. *Seed Store Assistant*

A primary education.

## (v) SOIL CONSERVATION

1. *Sub-Technical Officer*2. *Budder/Grafter*

A primary education. Experience in budding and grafting would be an asset.

3. *Assistant Storekeeper*

A primary education. Previous experience in storekeeping would be an asset.



4. *Gang Foreman*

A primary education and not less than five years' relevant experience. The ability to supervise subordinates is required.

5. *Pumping Station Operator*

A primary education and not less than three years' relevant experience.

## (vi) LIVESTOCK RESEARCH

*Livestock Attendant*

A primary education.

## (vii) GENERAL SUPPORT SERVICES

1. *Refrigerator Plant Attendant*

A primary education and experience in the use of refrigerator plants.

2. *Forklift Driver/Porter*

A primary education and an appropriate driver's licence.

## (viii) MARKETS

1. *Manager*

(a) A degree in Public or Business Administration; or

(b) A diploma in Public or Business Administration.

In either case, not less than five years' experience in an administrative position is required.

2. *Senior Superintendent*

- (a) An associate degree in Environmental Health; or
- (b) The Certificate for the Inspection of Meat and Other Foods.

In either case, not less than seven years' experience in the operation of public markets is required.

Training in Public Administration or a degree would be an asset.

3. *Superintendent*

- (a) An associate degree in Environmental Health; or
- (b) The Certificate for the Inspection of Meat and Other Foods.

In either case, not less than three years' experience in the operation of a public market is required.

4. *Senior Maintenance Technician*

- (a) Level II of the City and Guilds in Mechanical or Electrical Engineering; and not less than five years' relevant experience; or
- (b) The Full Technological Certificate; and not less than six years' relevant experience; or
- (c) Level II of the City and Guilds in Refrigeration and Air Conditioning; and not less than ten years' relevant experience.

5. *Maintenance Technician*

Level II of the City and Guilds in Refrigeration and Air Conditioning; and not less than five years' relevant experience.

6. *Maintenance Supervisor*

Level II of the City and Guilds in Refrigeration and Air Conditioning; and not less than five years' relevant experience.

7. *Senior Supervisor*

- (a) The Certificate of the Royal Society of Health and the Certificate for the Inspection of Meat and Other Foods; or
- (b) An associate degree in Environmental Health.

In either case evidence of the ability to supervise subordinate staff is required.

8. *Quality Control Inspector*9. *Quality Control Officer*

An associate degree in Environmental Health.

Automatic advancement beyond the Qualification Bar is permitted on the acquisition of the appropriate Certificate for the Inspection of Meat and Other Foods; and not less than four years' relevant experience.

10. *Supervisor*

At least five subjects at CXC General Proficiency level. Evidence of the ability to supervise staff is required.

11. *Assistant Supervisor*

At least four subjects at CXC General Proficiency level. Evidence of the ability to supervise staff is required.

12. *Keeper*

The National Certificate of Secondary Education.

13. *Crane/Forklift Operator, Markets (CV)*

A primary education and the possession of an appropriate driver's licence.

14. *Refrigerator Plant Attendant*

A secondary education.

(2) **AIRPORT**

## 1. Airport Manager

(a) A postgraduate qualification in Aviation Management or in a related discipline. Not less than five years' relevant experience is required; or

(b) A degree in Aviation Management or in a related discipline. Not less than seven years' relevant experience is required.

In either case, training in airport management would be an asset.

2. *Deputy Airport Manager*

(a) A postgraduate qualification in Aviation Management or in a related discipline. Not less than three years' relevant experience is required; or

(b) A degree in Aviation Management or in a related discipline. Not less than five years' relevant experience is required.

In either case, training in airport management would be an asset.

3. *Chief Airport Security Officer*

(a) An approved qualification from a recognised educational institution in a relevant discipline; and not less than five years' relevant experience in a senior position; or

(b) Not less than ten years' experience at a senior level in a military or para-military post.

In either case, evidence of the ability to supervise staff is required.

4. *Senior Security Officer*

A secondary education and not less than seven years' experience at a supervisory level in a military or para-military organisation. Training in the basic principles of security is required as well as the ability to supervise staff.

5. *Security Officer II*

A secondary education and not less than five years' experience in a recognised military or para-military organisation. Training in the basic principles of security is required as well as the ability to supervise staff.

6. *Security Officer III*

A secondary education and not less than three years' experience in a recognised military or para-military organisation. Training in the basic principles of security is required.

7. *Superintendent, Janitorial Service*

(a) Level II of the City and Guilds in Civil Engineering or Building Construction; and not less than five years' experience in a supervisory position; or

(b) Not less than ten years' relevant experience in a supervisory position; or

(c) A related lesser technical qualification; and not less than five years' experience in a supervisory position.

8. *Technical Director*

(a) A postgraduate qualification in Aviation Management or in a related discipline. Not less than three years' relevant experience in a senior position is required; or

(b) A degree in Aviation Management or in a related discipline. Not less than five years' relevant experience in a senior position is required.

9. *Senior Technical Officer*10. *Technical Officer (Airworthiness and Licensing)*

A Barbados Aircraft Maintenance Engineer's Licence. Preference will be given to the holder of a degree in Aeronautical Engineering, Air Transport Engineering, Management or Aviation Maintenance Management. Previous experience in airworthiness or licensing procedures would be an asset.

11. *Technical Officer (Air Traffic Operations)*

Not less than seven years' experience as an Air Traffic Control Officer holding ratings in Visual Flight Rules, Instrument Flight Rules and Radar Control. Supervisory experience is required.

12. *Instructor*

(a) Recruitment of officers in the grade of Air Traffic Control Supervisor with not less than three years' experience; or

(b) Recruitment of officers in the grade of Air Traffic Control Officer Grade I with not less than five years' experience.

Completion of an approved course in Instrument Techniques is required.

Managerial training or training in Personnel Management is required.

13. *Air Traffic Control Supervisor*

Air Traffic Control Officer Grade I holding valid ratings in

(a) approach or area control; and

(b) non-radar Aerodrome or ground control.

The approach area control and non-radar rating must be held for at least three years. Managerial training or training in personnel management is required.

14. *Operations Officer*

At least three years' experience as an Air Traffic Control Officer at the Grade II level. Ratings in Instrument Flight Rules and Radar Control would be an asset.

15. *Air Traffic Control Officer Grade I*

Air Traffic Control Officer Grade II with not less than four years' service above the Qualification Bar; and possession of valid ratings in Visual Flight Rules, Instrument Flight Rules and Radar Control. Not less than three years' experience in Instrument Flight Rules and Radar Control is required. The successful completion of an approved test is required.

16. *Air Traffic Control Officer Grade II*

Training as an Air Traffic Control Cadet and the appropriate licence.

Advancement beyond the Qualification Bar is permitted after not less than three years' service in the grade and the successful completion of an approved test.

17. *Air Traffic Control Cadet*

At least four subjects at CXC General Proficiency level, including English Language and either Mathematics or Physics.

18. *Chief Engineer*

(a) A degree in Engineering; or

(b) Corporate membership of a recognized institution of Civil, Structural or Electrical Engineering or Electronic and Radar Engineering.

In either case, not less than eight years' relevant experience is required.

19. *Senior Engineer*

A degree in Engineering and not less than five years' relevant experience.

20. *Senior Engineering Assistant (Surveying)*

Level II of the City and Guilds in Building and Civil Engineering; and not less than seven years' experience.

21. *Senior Electronics Engineer*
22. *Senior Electronics Officer*
  - (a) A degree in Electronic Engineering; and not less than seven years' relevant experience; or
  - (b) Corporate Membership of an approved Engineering Institute; and not less than seven years' relevant experience; or
  - (c) The Higher National Diploma in electronics or any other approved technical qualification. Not less than eight years' relevant experience is required.
23. *Electronics Engineer*
24. *Electronics Officer*
  - (a) A degree in Electronic Engineering; and not less than four years' relevant experience; or
  - (b) The Higher National Certificate in Electronics; and not less than five years' relevant experience.
25. *Traffic Superintendent*

A secondary education and not less than five years' experience in a supervisory capacity. Experience in transport operations would be an asset.
26. *Senior Maintenance Technician*
  - (a) Level II of the City and Guilds in Telecommunications or the City and Guilds Full Technological Certificate in Telecommunications. Not less than three years' relevant experience is required; or
  - (b) The City and Guilds Final Certificate in Telecommunications; and not less than five years' relevant experience.



27. *Maintenance Technician II*
- (a) The City and Guilds Final Certificate in Telecommunications; and not less than two years' relevant experience; or
  - (b) The City and Guilds Certificate at intermediate level in Telecommunications; and not less than five years' relevant experience.
28. *Maintenance Technician III*
- (a) A certificate in Electronics from the Samuel Jackman Prescod Polytechnic; or
  - (b) Not less than two years' experience in radio and television servicing.
29. *Senior Superintendent of Works*
- (a) Level II of the City and Guilds in Civil Engineering or Building Construction; and not less than seven years' relevant experience; or
  - (b) The City and Guilds Certificate at intermediate level in a relevant discipline; and not less than seven years' relevant experience; or
  - (c) Not less than twelve years' experience in a relevant trade or in road or building construction, five of which should be at the level of Superintendent of Works.
30. *Senior Superintendent of Works (Electrical)*
- (a) Level II of the City and Guilds in Mechanical and Electrical Engineering; and not less than seven years' relevant experience; or
  - (b) The City and Guilds Certificate at intermediate level in a relevant discipline; and not less than ten years' relevant experience.

31. *Assistant Superintendent of Works*
- (a) Level II of the City and Guilds in Civil Engineering or Building Construction; and not less than six years' relevant experience; or
  - (b) The City and Guilds Certificate at intermediate level in a relevant discipline; and not less than seven years' relevant experience; or
  - (c) Not less than twelve years' relevant experience in a related trade or in road or building construction.
32. *Senior Technician*
- (a) The Full Technological Certificate of the City and Guilds in Electronics; and not less than seven years' experience; or
  - (b) An associate degree in Electronics; and not less than seven years' experience; or
  - (c) The Higher National Certificate in Electronics or the Higher National Diploma in Electronics. Not less than three years' experience is required.
33. *Maintenance Technician II (Electrical)*
- (a) The City and Guilds Final Certificate in Electrical Engineering; and not less than two years' relevant experience; or
  - (b) The City and Guilds Certificate at intermediate level in Electrical Engineering; and not less than five years' relevant experience.
34. *Assistant Maintenance Technician (Electrical)*
- (a) The City and Guilds Certificate in Electrical Installation; and not less than two years' relevant experience; or
  - (b) Not less than five years' relevant experience.

35. *Air Conditioning Technician (CIV)*

- (a) Level I of the City and Guilds Certificate in Refrigeration; and not less than five years' relevant experience; or
- (b) Not less than seven years' relevant experience.

36. *Car Park Attendant*37. *Baggage Supervisor*38. *Airport Supervisor*39. *Supervisor, Janitorial Services*40. *Traffic Supervisor*41. *Parking Machine Operator*

A secondary education and evidence of supervisory ability. Possession of two subjects at CXC General Proficiency level would be an asset.

42. *Car Park Supervisor (CVI)*

- (a) At least two subjects at CXC General Proficiency level; and not less than three years' experience in a supervisory capacity; or
- (b) Not less than five years experience as a Supervisor "B" or in a related grade.

43. *Yard Foreman*

A primary education and not less than three years' relevant experience.

44. *Hostess*

At least five subjects at CXC General Proficiency level, including English Language; and not less than three years' relevant experience. Training or experience in some aspect of the hospitality industry is required.

45. *Flight Operator*

At least four subjects at CXC General Proficiency level, including English Language.

46. *Supplies Assistant*

At least five subjects at CXC General Proficiency level, one of which must be English Language. Experience in Customs work would be an asset.

**(3) ANALYTICAL SERVICES**1. *Director*

A postgraduate qualification in Natural Science; and not less than six years' relevant postgraduate experience.

2. *Assistant Director*

A postgraduate qualification in Natural Science; and not less than four years' relevant postgraduate experience.

3. *Scientific Officer I*

A postgraduate qualification in Natural Science; and not less than three years' relevant experience.

4. *Scientific Officer II*

A degree in Natural Science.

5. *Senior Laboratory Assistant*

(a) An associate degree in science; or

(b) At least two science subjects at "A" level.

In either case, not less than six years' relevant experience is required.

6. *Laboratory Assistant I*

- (a) An associate degree in Science; or
- (b) At least two science subjects at “A” level.

In either case, not less than three years’ relevant experience is required.

7. *Laboratory Assistant II*

At least four subjects at CXC General Proficiency level, one of which must be Chemistry.

8. *Laboratory Attendant*

A secondary education.

**(4) ARCHIVES**1. *Chief Archivist*

A degree in the Arts or in Social Science, preferably in History, and

- (a) a postgraduate qualification in the study of Archives; and
- (b) not less than five years’ postgraduate experience in the field of Archives, three of which must be at a senior administrative level in a recognized Department of Archives.

2. *Senior Archivist*

A degree in the Arts or in Social Science, preferably in History, and

- (a) a postgraduate qualification in the study of Archives; and
- (b) not less than three years’ postgraduate experience in a recognized Department of Archives.

Special training in conservation management, records management or automation for Archives would be an asset.

3. *Archivist*

A postgraduate qualification in the study of Archives, and not less than two years' relevant experience.

4. *Archives Assistant I*

A degree, preferably one that includes the study of Archives.

5. *Archives Assistant II*

Two "A" level certificates and not less than three years' experience in the field of Archives or a related field.

6. *Archives Assistant III*

At least four subjects at CXC General Proficiency level, including English Language.

7. *Senior Archives Technical Assistant*

(a) A diploma in Archives Conservation from a recognised institution; and not less than two years' relevant experience after graduating. Training or experience in the conservation of photographic material or a sound knowledge of Archives would be an asset; or

(b) Not less than ten years' experience in Hand-binding, Handicraft or Graphic Arts. Practical experience in the use of chemicals would be an asset; or

(c) At least five subjects at CXC General Proficiency level, including English Language and Chemistry. Experience in Hand-binding, Handicraft or Graphic Arts would be an asset; or

(d) Not less than five years' experience in Archives Conservation. Proven ability to organise and control the functions of an organisation similar to the Archives Conservation Section is required.

8. *Archives Technical Assistant*

- (a) At least five subjects at CXC General Proficiency level, including English Language and Chemistry. Experience in Hand-binding, Handicraft or Graphic Arts would be an asset; or
- (b) Not less than five years' experience in Hand-binding, Handicraft or Graphic Arts. Experience in the use of chemicals would be an asset.

9. *Archives Technician*

A secondary education. Previous experience in Hand-binding, Handicraft or Graphic Arts would be an asset.

10. *Archives Keeper*

A secondary education.

**(5) ATTORNEY GENERAL AND OTHER LEGAL OFFICES**1. *Solicitor General*2. *Director of Public Prosecutions*

An Attorney-at-Law of not less than ten years' standing.

3. *Chief Parliamentary Counsel*

An Attorney-at-Law of not less than ten years' standing; and not less than seven years' experience in the drafting of legislation.

4. *Deputy Director of Public Prosecutions*5. *Deputy Solicitor General*6. *Principal Crown Counsel*7. *Chief Magistrate*

An Attorney-at-Law of not less than seven years' standing.

8. *Deputy Chief Parliamentary Counsel*

An Attorney-at-Law of not less than seven years' standing; and not less than five years' experience in the drafting of legislation.

9. *Senior Parliamentary Counsel*

An Attorney-at-Law of not less than seven years' standing; and not less than three years' experience in the drafting of legislation.

10. *Senior Crown Counsel*11. *Magistrate*

An Attorney-at-Law of not less than five years' standing.

12. *Parliamentary Counsel*

An Attorney-at-Law of not less than five years' standing; and not less than one year's experience in the drafting of legislation.

13. *Crown Counsel*

An Attorney-at-Law.

**(6) AUDIO VISUAL AIDS DEPARTMENT**1. *Chief Audio Visual Aids Officer*

(a) A diploma preferably in Audio Visual Aids; or

(b) A diploma in Education or a recognized teachers' certificate. Not less than five years' experience as a teacher is required.

In either case, specialized training in educational television, film production, schools broadcast, dramatic arts (including stage management) is required. Not less than five years' experience in a management position is also required.



2. *Assistant Chief Audio Visual Aids Officer*

- (a) A diploma preferably in Audio Visual Aids; or
- (b) A diploma in Education or a recognized teachers' certificate. Not less than five years' experience as a teacher is required.

In either case, specialized training in educational television, film production, schools broadcast, dramatic arts (including stage management) is required. Not less than three years' experience in a management position is also required.

3. *Technical Officer I*

- (a) A degree in Electronics or Electrical Engineering; or
- (b) A Higher National Diploma in Electronics or Electrical Engineering.

In either case, not less than four years' relevant experience is required.

4. *Technical Officer II*

- (a) A degree in Electronics or Electrical Engineering; or
- (b) A Higher National Diploma in Electronics or Electrical Engineering.

In either case, not less than three years' relevant experience is required.

5. *Audio Visual Aids Officer*

- (a) A degree and not less than three years' experience as a teacher; or
- (b) A diploma or a certificate in the production and utilization of instructional media; or
- (c) Five years' experience in the production and utilization of instructional media.

6. *Technician I*

(a) The Full Technological Certificate in Electrical Engineering;  
or

(b) Level II of the City and Guilds in Electrical Engineering.

In either case, not less than five years' relevant experience is required.

7. *Technician II*

Level II of the City and Guilds Certificate in Radio and Television Electronic Servicing; and not less than three years' relevant experience.

8. *Trainee Technician*

A certificate in Electronics from the Samuel Jackman Prescod Polytechnic or any other recognized institution.

9. *Photographer*

A secondary education and not less than three years' relevant experience as a Photographer. Knowledge of the fundamentals of photography and film processing is required.

10. *Graphic Artist*

A certificate in Art from a recognized institution; and not less than one year's relevant experience in commercial art.

11. *Cameraman*

Not less than three years' experience as a cameraman. Knowledge of the fundamentals of television, cameras and cine-photography is required.

12. *Floor Manager*13. *Technical Assistant*

At least four subjects at CXC General Proficiency level; and not less than three years' experience in stage design, lighting and design.

**(7) AUDIT**1. *Auditor General*

A professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados; and not less than eight years' relevant experience. Knowledge of Government Accounting principles and financial operations is required.

2. *Deputy Auditor General*

A professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados; and not less than five years' relevant experience.

3. *Principal Auditor*

(a) A professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados; and not less than two years' relevant experience; or

(b) Completion of the Certificate level of the ACCA programme or the equivalent level of a professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados; or

(c) A degree in Accounting and not less than three years' experience at the level of Senior Auditor.

4. *Senior Auditor*

(a) A degree with a major in Accounting and not less than five years' experience in Accounting; or

(b) A diploma in Accounting or an associate degree with a major in Accounting. Not less than seven years' experience in Accounting is required; or

(c) Completion of Level IV of the Certified General Accountants' Association programme or the equivalent level of a professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados. Not less than five years' experience in Accounting is required; or

- (d) Recruitment of officers at the level of Accountant after certification on the successful completion of an approved specialised Government Accounting programme. Not less than ten years' experience in Accounting is required.

5. *Auditor*

- (a) A degree with a major in Accounting and not less than one year's experience in Accounting; or
- (b) Completion of Levels I, II and III of the Certified General Accountants' Association programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados. Not less than three years' relevant experience is required; or
- (c) A diploma in Accounting or an associate degree with a major in Accounting. Not less than five years' experience in Accounting is required; or
- (d) Recruitment of officers after certification on the successful completion of an approved specialised Government Accounting programme. Not less than eight years' experience in Accounting is required; or
- (e) Recruitment of officers at the level of Assistant Accountant with not less than three years' experience in Government Accounting, in addition to one of the following:
  - (i) successful completion of an approved Government Accounting programme; or
  - (ii) relevant training in Accounting at a recognised institution.

6. *Examiner*

- (a) A diploma in Accounting or an associate degree with a major in Accounting. Not less than two years' experience in Accounting is required; or
- (b) An "A" level Certificate in Accounting; and not less than three years' experience in Accounting; or

- (c) An “A” level Certificate in an area other than Accounting and the following:
  - (i) not less than three years’ experience in Accounting; and
  - (ii) successful completion of an approved Government Accounting programme; or
- (d) Recruitment of Clerical Officers after certification on the successful completion of an approved specialised Government Accounting programme. Not less than three years’ experience in Accounting is required.

**(8) BUREAU OF WOMEN’S AFFAIRS**1. *Director*

A degree and not less than six years’ relevant experience. A post-graduate qualification relating to gender and development studies would be an asset.

2. *Research Officer I*

(a) A degree in Social Science or in a related discipline. Not less than two years’ experience is required; or

(b) A postgraduate qualification and not less than one year’s experience.

3. *Research Officer II*

A degree in Social Science or in a related discipline.

**(9) CENTRAL PURCHASING DEPARTMENT**1. *Chief Supply Officer*

A degree in Management, Public Administration or Business Administration or in a related discipline. Not less than five years’ experience in a senior executive or administrative position is required.

2. *Deputy Chief Supply Officer*

A degree in Management, Public Administration or Business Administration or in a related discipline. Not less than three years' experience in a senior position is required.

3. *Senior Supply Officer*

(a) A degree in Management, Public Administration or Business Administration or in a related discipline. Not less than three years' relevant experience is required; or

(b) Not less than seven years' experience as a Supply Officer. A sound knowledge of Accounting principles and techniques, including Cost Accounting is required.

4. *Supply Officer*

(a) A degree in Management, Public Administration or Business Administration or in a related discipline; or

(b) Not less than seven years' relevant experience. A sound knowledge of Accounting principles and techniques, including Cost Accounting is required.

5. *Supplies Assistant*

At least five subjects at CXC General Proficiency level, one of which must be English Language. Experience in Customs work would be an asset.

6. *Petrol Pump Attendant*

A secondary education.

7. *Fuel Pump Operator (CVIII)*

A primary education and not less than three years' relevant experience.

8. *Lorry Loader*

A secondary education.

9. *Stores Porter*

A primary education. Previous experience in stores would be an asset.

**(10) CIVIL SERVICE**1. *Chief Personnel Officer*

- (a) A postgraduate qualification in Management, Finance, Industrial Relations, International Relations or in a related discipline. Not less than three years' experience at the level of Deputy Permanent Secretary or a related grade is required; or
- (b) A degree in Management, Finance, Industrial Relations, International Relations or in a related discipline. Not less than five years' experience at the level of Deputy Permanent Secretary or a related grade is required; or
- (c) Not less than five years' experience at the level of Deputy Permanent Secretary or a related grade, and
  - (i) a degree; and
  - (ii) an approved diploma in Management, Finance, Industrial Relations, International Relations or in a related discipline.

In each case, evidence of continuing education in a relevant area would be an asset.

2. *Deputy Chief Personnel Officer*

- (a) A postgraduate qualification in Management, Finance, Industrial Relations, International Relations or in a related discipline. Not less than three years' experience at the level of Senior Administrative Officer or a related grade is required; or

- (b) A degree in Management, Finance, Industrial Relations, International Relations or in a related discipline. Not less than five years' experience at the level of Senior Administrative Officer or a related grade is required; or
- (c) Not less than five years' experience at the level of Senior Administrative Officer or a related grade; and
  - (i) a degree; and
  - (ii) an approved diploma in Management, Finance, Industrial Relations, International Relations or in a related discipline.

In each case, evidence of continuing education in a relevant area would be an asset.

3. *Secretary to the Commissions*

- (a) A degree in Public Administration, Management or Human Resources Management; or
- (b) Membership of the Institute of Corporate Secretaries and Administrators or any other relevant professional qualification from a recognised institution.

In either case, not less than five years' experience at the level of Senior Personnel Officer or a related grade is required.

4. *Director, Information Systems*

- (a) A postgraduate qualification in Computer Science, Management Information Systems or in a related discipline. Not less than three years' relevant experience is required; or
- (b) A degree in Computer Science, Management Information Systems or in a related discipline. Not less than five years' relevant experience is required.

In either case, proven training in network administration as well as experience in network administration is required.



**(11) COASTAL ZONE MANAGEMENT UNIT**1. *Director*

A postgraduate qualification in Coastal Management or in a related discipline. Not less than five years' relevant experience in a senior position is required.

2. *Deputy Director*

A postgraduate qualification in Coastal Management or in a related discipline. Not less than five years' relevant experience is required.

3. *Coastal Planner*

A postgraduate qualification in Coastal Management and Coastal Planning or a post graduate qualification in Coastal Geomorphology. Not less than three years' relevant experience is required.

4. *Coastal Engineer*

A degree in Civil Engineering and not less than four years' relevant experience.

5. *Marine Biologist I*

A postgraduate qualification in Marine Biology; and not less than one year's relevant experience.

6. *Marine Biologist II*

A degree in Marine Biology.

7. *Technical Officer I*

A degree in Civil Engineering and not less than four years' relevant experience.

8. *Technical Officer II*

A degree in Civil Engineering.

9. *Water Quality Technician*

A degree in Natural Science and not less than two years' relevant experience.

10. *Research Officer I*

A degree in Social Science and not less than three years' relevant experience.

11. *Research Officer II*

A degree in Social Science.

12. *Hydrographer*

Successful completion of the first examination of the Barbados Land Surveyor's Board; and not less than four years' relevant experience.

13. *Field Inspector*

(a) At least four subjects at CXC General Proficiency level, including English Language and Mathematics; and not less than three years' relevant experience; or

(b) Not less than five years' experience in the installation of equipment and collection of data in a marine environment. Training in maritime activities, marine enforcement, boat operation and maintenance would be an asset.

14. *Trainee Draughtsman*

At least four subjects at CXC General Proficiency level, including English Language and Technical Drawing.

**(12) COMMERCE, CONSUMER AFFAIRS AND BUSINESS DEVELOPMENT**1. *Chief Business Development Officer*

(a) A postgraduate qualification in Management, Economics, Marketing or Accounting. Not less than five years' relevant experience is required; or

- (b) A degree in Management, Economics, Marketing or Accounting. Not less than seven years' relevant experience is required.
2. *Senior Business Development Officer*  
A degree in Management, Economics, Marketing or Accounting. Not less than three years' relevant experience is required.
3. *Business Development Officer*  
A degree in Management, Economics, Marketing or Accounting.
4. *Inspector of Standards*  
A degree in Science or Mathematics.
5. *Inspector, Weights and Measures*  
At least four subjects at CXC General Proficiency level, including English Language; and not less than three years' relevant experience.
6. *Survey Assistant*  
At least four subjects at CXC General Proficiency level, including English Language.

**(13) COMMUNITY DEVELOPMENT**

1. *Chief Community Development Officer*  
A degree in Social Work and not less than ten years' relevant experience. A postgraduate qualification would be an asset.
2. *Deputy Chief Community Development Officer*  
A degree in Social Work and not less than seven years' relevant experience.
3. *Senior Community Development Officer*  
A degree in Social Work and not less than three years' relevant experience.

4. *Community Development Officer I*

A certificate in Social Work and not less than three years' relevant experience.

Advancement beyond the Qualification Bar is permitted at the due time on the acquisition of a degree in Social Work.

5. *Community Development Officer II*

(a) Recruitment of mature public officers in the grade of Clerical Officer, Teacher and Nurse; or

(b) A certificate in Social Work.

6. *Community Development Aide*

A secondary education.

**(14) CO-OPERATIVES**1. *Registrar*

(a) A professional qualification in Accounting; and not less than three years' experience in a senior management position; or

(b) An MBA in Finance and not less than three years' experience in a senior management position; or

(c) A degree in Accounting, Commerce or Management. Not less than five years' relevant experience in a senior management position is required.

2. *Deputy Registrar*

(a) A degree in Accounting, Commerce or Management; or

(b) Completion of the Certificate level of the ACCA Programme or the equivalent level of a professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados.

In either case, not less than five years' relevant experience is required.

3. *Senior Co-operative Officer*

- (a) A degree in Accounting, Commerce or Management. Not less than two years experience in the field of Co-operatives or Banking is required; or
- (b) Completion of the Certificate level of the ACCA programme or the equivalent level of a professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados. Not less than two years' experience in the field of Co-operatives or Banking is required; or
- (c) Specialized training in Co-operatives of not less than one year's duration; and not less than five years' experience in the field of Co-operatives or Banking.

4. *Co-operative Officer I*

- (a) A degree in Economics, Management, Commerce or Accounts; or
- (b) Completion of the Foundation level of the ACCA programme or the equivalent level of a professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados. Not less than three years' relevant experience in the field of Co-operatives or Banking is required; or
- (c) Specialized training of not less than one year's duration in Co-operatives or Banking; and not less than three years' relevant experience in the field of Co-operatives or Banking.

5. *Co-operative Officer II*

At least five subjects at CXC General Proficiency level; and not less than three years' relevant experience.

**(15) CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY**1. *Registrar*

An Attorney-at-Law of not less than seven years' standing. Training or experience in the area of Corporate Law, Tax Law, Intellectual Property and Government Administration would be an asset.

2. *Deputy Registrar*

An Attorney-at-Law of not less than five years' standing.

3. *Systems Analyst*

(a) A degree in Computer Science or Management Information Systems; or

(b) A degree and specialised training of not less than one year's duration in Computer Studies or Management Information Systems.

4. *Assistant Registrar*

A certificate in Para-legal Studies; and not less than six years' experience at the level of Corporate Affairs Officer I.

5. *Corporate Affairs Officer I*

A certificate in Para-legal Studies; and not less than three years' experience at the level of Corporate Affairs Officer II.

6. *Corporate Affairs Officer II*

A certificate in Para-legal Studies; and not less than three years' experience in a legal department.

7. *Vault Attendant*

A secondary education.

**(16) CUSTOMS DEPARTMENT****(i) CUSTOMS AND EXCISE**1. *Comptroller*

- (a) A degree in Law, Accounting, Public Administration or Management. The successful completion of specialized training in Customs and Excise techniques, methodologies and procedures, from a recognised institution is required; and
- (b) Not less than seven years' experience in a senior management position. A sound knowledge and understanding of Taxation and Customs related matters are required.

2. *Deputy Comptroller*

- (a) A degree in Law, Accounting, Public Administration or Management. The successful completion of specialized training in Customs and Excise techniques, methodologies and procedures from a recognized institution is required; and
- (b) Not less than five years' experience in a senior management position. A sound knowledge and understanding of taxation and customs related matters are required.

3. *Assistant Comptroller*

- (a) A degree in Law, Accounting, Management or Public Administration. Not less than five years experience in a senior management position is required; or
- (b) The successful completion of specialised training in Customs and Excise techniques, methodologies and procedures from a recognized educational or training institution, and
  - (i) successful completion of approved formal training in Management, Business or Public Administration; and
  - (ii) not less than ten years' experience in Customs and Excise related matters with five of those years being in a senior management position.

4. *Customs Officer I*
  - (a) A degree in Law, Accounting or Management, and
    - (i) not less than three years' experience in a supervisory capacity; and
    - (ii) not less than five years' experience in Customs and Excise related matters; or
  - (b) The successful completion of specialized training in Customs and Excise techniques, methodologies and procedures from a recognised educational or training institution, and
    - (i) successful completion of approved formal training in Management, Business or Public administration; and
    - (ii) not less than seven years' experience in Customs and Excise techniques.
  
5. *Customs Officer II*
  - (a) A degree in Law, Accounting, Management, Business or Public Administration. Not less than three years' experience in Customs and Excise related matters is required; or
  - (b) Not less than five years' experience in Customs and Excise matters, and
    - (i) a diploma in Accounting, Management or Public Administration; or
    - (ii) an associate degree in Accounting, Management, Business or Public Administration; or
  - (c) The successful completion of specialized training in Customs and Excise techniques, methodologies and procedures from a recognized educational or training institution, and



- (i) successful completion of approved formal training in Management, Business or Public Administration; and
- (ii) not less than five years' experience in Customs and Excise related matters. Not less than two years' experience in a supervisory capacity is required.

6. *Customs Officer III*

- (a) Not less than three years' experience in Customs and Excise related matters, and
  - (i) a diploma in Accounting, Management or Public Administration; or
  - (ii) an associate degree in Accounting, Management, Business or Public Administration; or
- (b) The successful completion of specialized training in Customs and Excise techniques, methodologies and procedures from a recognized educational or training institution, and
  - (i) successful completion of approved formal training in Management, Business or Public administration; and
  - (ii) not less than four years' experience in Customs and Excise related matters.

7. *Chief Customs Guard*

The successful completion of an approved training course in Customs and Excise procedures and in supervisory management. Not less than three years' experience as a Senior Customs Guard is required.

8. *Senior Customs Guard*

The successful completion of an approved training course in Customs and Excise procedures; and not less than five years' experience as a Customs Guard. Evidence of supervisory ability is required.

9. *Customs Guard*

A secondary education. The passing of an appropriate test may be required in order to determine aptitude and general ability.

10. *Forklift Driver/Porter (CII)*

A primary education and possession of an appropriate driver's licence.

## (ii) VALUE ADDED TAX UNIT

1. *Director*

- (a) A degree in Law, Accounting or Management;
- (b) Successful completion of specialized training in taxation revenue programmes;
- (c) Successful completion of training in administration techniques and procedures from a recognised institution;
- (d) Not less than six years' experience in a senior management position; and
- (e) A sound knowledge and understanding of Taxation and Customs related matters.

2. *Deputy Director*

- (a) A degree in Law, Accounting or Management;
- (b) Successful completion of specialized training in taxation or revenue programmes;
- (c) Successful completion of training in administration techniques and procedures from a recognised institution;
- (d) Not less than four years' experience in a senior management position; and
- (e) A sound knowledge and understanding of Taxation and Customs related matters.

3. *Principal Inspector*

- (a) A degree with a major in Taxation, Accounting, Auditing or Economics; or
- (b) Completion of the Professional level of the ACCA programme or the equivalent level of a professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados.

In either case, not less than three years' relevant experience is required.

4. *Senior Inspector*

- (a) A degree with a major in Accounting and not less than five years' relevant experience in Accounting; or
- (b) A diploma in Accounting or an Associate degree with a major in Accounting. Not less than seven years' relevant experience in Accounting is required; or
- (c) Completion of Level IV of the Certified General Accountants' Association programme or the equivalent level of a professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados. Not less than three years' experience in Accounting is required; or
- (d) Recruitment of officers at the level of Accountant after certification on the successful completion of an approved specialized Government Accounting programme. Not less than ten years' experience in Accounting is required.

5. *Principal Auditor*

- (a) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than two years' relevant experience; or

- (b) Completion of the Certificate level of the ACCA programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; or
- (c) A degree in Accounting; and not less than three years' experience at the level of Senior Auditor.

6. *Senior Auditor*

- (a) A degree with a major in Accounting and not less than five years' experience in Accounting; or
- (b) A diploma in Accounting or an Associate degree with a major in Accounting. Not less than seven years' experience in Accounting is required; or
- (c) Completion of Level IV of the Certified General Accountants' Association programme or the equivalent level of a professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados. Not less than five years' experience in Accounting is required; or
- (d) Recruitment of officers at the level of Accountant after certification on the successful completion of an approved specialized Government Accounting programme. Not less than ten years' experience in Accounting is required.

7. *Auditor*

- (a) A degree with a major in Accounting and not less than one year's experience in Accounting; or
- (b) Completion of Levels I, II and III of the Certified General Accountants' Association programme or the equivalent level of a professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados. Not less than three years' relevant experience is required; or
- (c) A diploma in Accounting or an associate degree with a major in Accounting. Not less than five years' experience in Accounting is required; or

- (d) Recruitment of officers after certification on the successful completion of an approved specialized Government Accounting programme. Not less than eight years' experience in Accounting is required; or
  - (e) Recruitment of Officers at the level of Assistant Accountant with not less than three years' experience in Government Accounting, in addition to one of the following:
    - (i) successful completion of an approved Government Accounting programme; or
    - (ii) relevant training in Accounting at an approved institution.
8. *Tax Officer*
- (a) A diploma in Accounting or an Associate degree with a major in Accounting. Not less than two years' experience in Accounting is required; or
  - (b) An "A" Level certificate in Accounting; not less than three years' experience in Accounting; or
  - (c) An "A" Level certificate in an area other than Accounting; and
    - (i) not less than three years' experience in Accounting; and
    - (ii) successful completion of an approved Government Accounting programme; or
  - (d) Recruitment of Clerical Officers after certification on the successful completion of an approved specialized Government Accounting programme. Not less than three years' experience in Accounting is required.
9. *Data Processing Officer*
- A degree in Computer Science, Management Information Systems or in a related discipline. Not less than two years' relevant experience is required.

**(17) DATA PROCESSING DEPARTMENT**1. *Director*

- (a) A degree in Computer Science or Management Information Systems; or
- (b) A degree and specialised training of not less than one year's duration in Computer Science or Management Information Systems.

In either case, not less than five years' experience in a senior management position is required.

2. *Operations Controller*

- (a) A degree in Computer Science or Management Information Systems; or
- (b) A degree and specialised training of not less than one year's duration in Computer Science or Management Information Systems.

In either case, not less than five years' relevant experience is required.

3. *Development Officer*

- (a) A degree in Computer Science or Management Information Systems; or
- (b) A degree and specialised training of not less than one year's duration in Computer Science or Management Information Systems.

In either case, not less than five years' relevant experience is required.

4. *Senior Systems Analyst*

- (a) A degree in Computer Science or Management Information Systems; or

- (b) A degree and specialised training of not less than one year's duration in Computer Science or Management Information Systems.

In either case, not less than three years' relevant experience is required.

5. *Systems Analyst*

- (a) A degree in Computer Science or Management Information Systems; or
- (b) A degree and specialised training of not less than one year's duration in Computer Science or Management Information Systems.

6. *Senior Programmer*

- (a) A degree in Computer Science or Management Information Systems; or
- (b) A degree and specialised training of not less than one year's duration in Computer Science or Management Information Systems.

7. *Programmer*

- (a) A degree in Computer Science or Management Information Systems; or
- (b) A degree and specialised training of not less than one year's duration in Computer Science or Management Information Systems.

8. *Programmer's Assistant*

- (a) At least four subjects at CXC General Proficiency level, including, English Language and either Mathematics or a science subject. An "A" level certificate in one of the specified subjects would be an asset. Previous experience in Data Processing and Programming would be an asset; or
- (b) An associate degree in Computer Science and not less than one year's relevant experience.

9. *Data Librarian*

- (a) An associate degree in Computer Science and not less than three years' relevant experience; or
- (b) At least five subjects at CXC General Proficiency level including English Language; and not less than six years' relevant experience.

Training in and knowledge of Computer Systems and Data Processing are required.

10. *Senior Computer Operator*

At least five subjects at CXC General Proficiency level; and not less than five years' relevant experience. Evidence of supervisory ability is required.

11. *Machine Supervisor*

At least five subjects at CXC General Proficiency level; and not less than six years' relevant experience. Evidence of supervisory ability is required.

12. *Control Supervisor*

At least five subjects at CXC General Proficiency level; and not less than five years' relevant experience. Evidence of supervisory ability is required.

13. *Control Officer*

At least four subjects at CXC General Proficiency level; and not less than three years' relevant experience.

14. *Computer Operator*

- (a) At least four subjects at CXC General Proficiency level, and
  - (i) not less than three years' approved experience; and
  - (ii) successful completion of a Computer Operator's course; or
- (b) An associate degree in Computer Science and not less than one year's job experience.



15. *Building Supervisor*

- (a) An associate degree in Civil or Building Engineering; or
- (b) Not less than ten years' experience as a tradesman in a relevant trade.

**(18) DEFENCE AND SECURITY**1. *Senior Security Officer*

- (a) Not less than three years' relevant experience, and
  - (i) a degree; or
  - (ii) an approved qualification in Management, Business or Public Administration from a recognized educational institution; or
- (b) Not less than seven years' experience at a senior executive level in a military or para-military organisation.

2. *Security Officer I*

- (a) A secondary education and not less than eight years' experience in a recognised military or para-military organisation. Evidence of the ability to supervise subordinate staff is required; or
- (b) At least five subjects at CXC General Proficiency level; and at least five years' experience at an executive or administrative level, preferably in a military or para-military organisation.

3. *Security Officer II*

A secondary education and not less than five years' experience in a recognised military or para-military organisation. Evidence of the ability to supervise subordinate staff is required. Basic training in the principles of security would be an asset.

4. *Security Officer III*

A secondary education and not less than three years' experience in a recognised military or para-military organisation, and evidence of ability to supervise subordinate staff is required.

5. *Senior Security Guard*

A primary education and not less than seven years' experience as a Security Guard or in a para-military organisation, and evidence of supervisory ability is required.

6. *Security Guard*

A primary education and the possession of a police certificate of character.

**(19) DRUG SERVICE**1. *Director*

A degree in Pharmacy and not less than five years' experience in management at a senior level.

2. *Assistant Director (Professional and Educational Matters)*

(a) A degree in Pharmacy and not less than five years' experience in Drug Information Systems; or

(b) A certificate in Pharmacy or a diploma in Pharmacy. Not less than seven years' experience in Drug Information Systems is required.

3. *Assistant Director (Supply Section)*

(a) A degree in Pharmacy and not less than five years' experience in supply and inventory management at a senior level; or

(b) A certificate in Pharmacy or a diploma in Pharmacy. Not less than seven years' experience in supply and inventory management at a senior level is required.

4. *Supply Inventory Officer*

A diploma in Pharmacy or a certificate in Pharmacy. Not less than two years' relevant experience is required.

5. *Chief Dispenser/Senior Pharmacist*

A Registered Pharmacist and not less than eight years' relevant experience after qualifying.

6. *Pharmacist I*

A Registered Pharmacist and not less than five years' relevant experience after qualifying.

7. *Pharmacist II*

A Registered Pharmacist.

8. *Trainee Pharmacist*

At least four subjects at CXC General Proficiency level, including English Language and either Mathematics or a science subject.

Automatic advancement beyond the Qualification Bar is permitted on the acquisition of the Intermediate Certificate of the local Druggist Examining Body.

9. *Attendant*

A secondary education.

**(20) ECONOMIC AFFAIRS**1. *Manager, Public Investment Unit*

(a) A postgraduate qualification in Economics or in a related discipline. Not less than eight years' experience in the Public Service, in business or in project management is required; or

(b) A degree in Economics or in a related discipline. Not less than ten years' experience in the Public Service, in business or in project management is required.

2. *Director of Research*
  - (a) A postgraduate qualification in Economics or in a related discipline. Not less than six years' experience is required; or
  - (b) A degree in Economics or in a related discipline. Not less than eight years' relevant experience is required.
3. *Chief Project Analyst*
  - (a) A postgraduate qualification in Economics or in a related discipline. Not less than five years' relevant experience is required; or
  - (b) A degree in Economics or in a related discipline. Not less than seven years' relevant experience is required.
4. *Senior Project Analyst*
  - (a) A postgraduate qualification in Economics or in a related discipline. Not less than two years' relevant experience is required; or
  - (b) A degree in Economics or in a related discipline. Not less than three years' relevant experience is required.
5. *Project Analyst I*
  - (a) A postgraduate qualification in Economics or in a related discipline. Not less than one year's relevant experience is required; or
  - (b) A degree in Economics or in a related discipline. Not less than two years' relevant experience is required.
6. *Project Analyst II*

A degree in Economics or in a related discipline.

**(21) EDUCATION****(i) MINISTRY HEADQUARTERS**1. *Chief Education Officer*

A degree and either a diploma in Education or a certificate in Education. Not less than ten years' experience in teaching or in educational administration is required.

2. *Deputy Chief Education Officer*

A degree and either a diploma in Education or a certificate in Education. Not less than eight years' experience in teaching or in educational administration is required.

3. *Senior Education Officer*

(a) A degree and either a diploma in Education or a certificate in Education. Not less than six years' experience in teaching or in educational administration is required; or

(b) A qualified teacher with not less than eight years' relevant experience.

4. *Senior Education Officer (Student Services)*5. *Senior Psychologist*

A postgraduate degree in Clinical Psychology and not less than five years' relevant experience.

6. *Education Officer (Psychology)*7. *Psychologist*

A postgraduate degree in Clinical Psychology and not less than two years' relevant experience.

8. *Education Officer*

(a) A degree and either a diploma in Education or a certificate in Education. Not less than three years' experience in teaching or in educational administration is required; or

(b) A qualified teacher with not less than five years' relevant experience.

9. *Special Needs Educator*

A degree in Social Work, Psychology or in a related discipline. Not less than three years' relevant experience is required.

10. *Social Worker I*

A certificate in Social Work and not less than three years' relevant experience.

Advancement beyond the Qualification Bar is permitted at the due time on the acquisition of a degree in Social Work.

11. *Social Worker II*

(a) Recruitment of mature officers in the grade of Clerical Officer, Teacher or Nurse; or

(b) A certificate in Social Work.

12. *Youth Development Officer*

A degree in Social Science and not less than five years' relevant experience in the field of Social Work.

13. *Senior School Attendance Officer*

A certificate in Social Work and not less than six years' relevant experience.

14. *Equipment Operator*

At least four subjects at CXC General Proficiency level, including English Language; and not less than three years' relevant experience.

15. *School Attendance Officer*

A certificate in Social Work and not less than three years' relevant experience.

16. *Nursery Aide*

A basic child care certificate and the National Certificate of Secondary Education.

17. *Maintenance Supervisor III*

- (a) An associate degree in Civil Engineering or Building Construction. Not less than three years' approved experience is required; or
- (b) A City and Guilds Certificate at intermediate level in the relevant trade; and not less than four years' relevant experience; or
- (c) Not less than ten years' experience in a relevant trade or in road or building construction.

18. *Technician II*

An associate degree in Civil or Building Engineering. Not less than three years' relevant experience is required.

## (ii) ERDISTON COLLEGE

1. *Principal*

A postgraduate degree in Education, Educational Management or Teacher Training. Not less than seven years' experience as a teacher or in teacher training is required.

2. *Deputy Principal*

A postgraduate qualification in Education, Education Management or Teacher Training. Not less than five years' experience as a teacher or in teacher training is required.

3. *Senior Tutor*

- (a) A degree; and
- (b) A certificate in Education; and
- (c) Not less than seven years' teaching experience.

4. *Tutor*

- (a) A degree; and
- (b) A certificate in Education; and
- (c) Not less than five years' teaching experience.

## (iii) SAMUEL JACKMAN PRESCOD POLYTECHNIC

1. *Principal*

- (a) A degree in a technical subject or membership of a professional association in a technical field, and
  - (i) a teachers' training certificate; and
  - (ii) not less than seven years' teaching experience; or
- (b) The Higher National Diploma or the Higher National Certificate in a relevant field, and
  - (i) a teachers' training certificate; and
  - (ii) not less than ten years' teaching experience.

2. *Deputy Principal*

- (a) A degree in a technical subject or membership of a recognised professional association in a technical field, and
  - (i) a teachers' training certificate; and
  - (ii) not less than five years' teaching experience; or
- (b) The Higher National Diploma in a relevant field or the Higher National Certificate in a relevant field, and
  - (i) a teachers' training certificate; and
  - (ii) not less than seven years' teaching experience.



3. *Guidance Officer*

- (a) A degree in Guidance or a degree in Counselling. Not less than five years' relevant experience is required; or
- (b) Not less than five years' relevant experience, and
  - (i) a degree; and
  - (ii) an approved qualification in Guidance Counselling.

4. *Curriculum Development/Liaison Officer*

- (a) A degree in a relevant discipline; and
- (b) Approved training in curriculum development; and
- (c) Not less than five years' experience as a trained teacher.

5. *Instructor I*

A teachers' training certificate and not less than seven years' relevant experience, in addition to one of the following qualifications in the appropriate discipline:

- (a) a degree;
- (b) the Higher National Diploma;
- (c) the Higher National Certificate;
- (d) the Full Technological Certificate; or
- (e) the Licentiateship.

6. *Instructor II*

- (a) A teachers' training certificate and not less than five years' relevant experience, in addition to one of the following qualifications in the appropriate discipline:
  - (i) Level II of the City and Guilds;
  - (ii) the BTEC National Certificate or Diploma;

- (iii) the Private Secretary's Certificate;
  - (iv) an associate degree;
  - (v) two "A" Level certificates; or
  - (vi) the City and Guilds Advanced Craft Certificate;
- (b) The Higher National Diploma or the Higher National Certificate in the appropriate discipline, and
- (i) a teachers' training certificate; and
  - (ii) not less than three years' relevant experience.

7. *Instructor III*

A teachers' training certificate and not less than three years' relevant experience, in addition to one of the following qualifications in the appropriate discipline:

- (a) Level II of the City and Guilds;
- (b) the BTEC National Certificate or Diploma;
- (c) the Private Secretary's Certificate;
- (d) an associate degree;
- (e) two "A" Level certificates; or
- (f) the City and Guilds Advanced Craft Certificate.

Advancement beyond the Qualification Bar is permitted on the acquisition of a teachers' training certificate or after not less than at least ten years' teaching experience.

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(iv) TEACHING SERVICE

1. *Principal*

(a) A degree and

(i) a diploma in Education; or

(ii) a certificate in Education or in Educational Administration; and

(b) Not less than twelve years' relevant experience.

2. *Deputy Principal*

(a) A degree and

(i) a diploma in Education; or

(ii) a certificate in Education or in Educational Administration; and

(b) Not less than ten years' relevant experience.

3. *Senior Teacher*

(a) A degree and either a teachers' training diploma or a teachers' training certificate; or

(b) At least four subjects at CXC General Proficiency level 1 or 2, including English Language and either a teachers' training diploma or a teachers' training certificate; or

(c) At least three subjects at CXC General Proficiency level 1 or 2 including English Language and two subjects at CXC Basic Proficiency level 3. A teachers' training diploma or a teachers' training certificate is also required.

4. *Graduate Teacher*

A degree.

5. *Teacher (Special Grade)*

- (a) At least four subjects at CXC General Proficiency level 1 or 2, including English Language. A certificate in or a diploma in one of the approved subject areas, gained after not less than two years full-time study (or a period of study considered to be equivalent) is also required; or
- (b) At least three subjects at CXC General Proficiency level 1 or 2, including English Language and two subjects at CXC Basic Proficiency level 3 or a combination of both CXC Basic Proficiency level 1 and General Proficiency level 3. A certificate in or a diploma in one of the approved subject areas, gained after not less than two years' full-time study (or a period of study considered to be equivalent) is also required; or
- (c) A qualified teacher with a certificate or a diploma in one of the approved subject areas, gained after a course of study of not less than one year's study at a recognized institution.

Advancement beyond the Qualification Bar is permitted at the due time

- (i) on the successful completion of an advanced teachers' training course of not less than one year's duration in the approved subject area referred to in paragraphs (a), (b) and (c); and the attainment of not less than eight years' experience; or
- (ii) on the acquisition of the Higher National Diploma or the Higher National Certificate, and the attainment of not less than three years' relevant experience after acquiring the qualification; or
- (iii) on the attainment of not less than three years' relevant experience, and
  - (A) the acquisition of the Associateship of the Royal College of Music and the Special Teaching Diploma; or

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- (B) the acquisition of the Licentiate of the Royal Academy of Music and the Special Diploma of the College; or
  - (iv) on the acquisition of the Full Technological Certificate, and
    - (A) the attainment of not less than five years' relevant experience; and
    - (B) the acquisition of an approved teachers' training certificate gained from a course of study of not less than one year's duration.
6. *Qualified Teacher*
- (a) At least four subjects at CXC General Proficiency level 1 or 2, including English Language and either a teachers' training diploma or a teachers' training certificate; or
  - (b) At least three subjects at CXC General Proficiency level 1 or 2, including English Language and two subjects at CXC Basic Proficiency level 3 or a combination of both CXC Basic Proficiency level 1 and General Proficiency level 3. A teachers' training diploma or a teachers' training certificate is also required.
7. *Teacher*
- (a) At least four subjects at CXC General Proficiency level 1 or 2, including English Language; or
  - (b) At least three subjects at CXC General Proficiency level 1 or 2, including English Language and two subjects at CXC Basic Proficiency level 3 or a combination of both CXC Basic Proficiency level 1 and General Proficiency level 3.
8. *Guidance Counsellor*
- (a) A degree in Guidance and Counselling; or
  - (b) A degree, and

- (i) a diploma in Guidance or Counselling; or
- (ii) a certificate in Guidance or Counselling; or
- (c) A teachers' training diploma or a teachers' training certificate. Experience in guidance counselling is also required.

**(22) ELECTORAL DEPARTMENT**1. *Chief Electoral Officer*

A degree in Law, Management or Public Administration; and not less than seven years in a senior administrative or executive position.

2. *Deputy Chief Electoral Officer*

A degree in Law, Management or Public Administration; and not less than five years' experience in a senior executive position.

3. *Assistant Chief Electoral Officer*

Not less than three years' relevant experience, and

- (i) a degree; or
- (ii) a diploma in Management or Public Administration.

4. *Senior Photographer*

A secondary education and not less than five years' experience as a photographer. Dark room experience is required. Proven knowledge in the repair and maintenance of specialised equipment used in the department is required.

5. *Photographer*

A secondary education and not less than three years' experience as a photographer. Knowledge of the fundamentals of photography and film processing is required.

6. *Control Officer*

At least four subjects at CXC General proficiency level; and not less than three years' relevant experience.

7. *Assistant Photographer*

A secondary education and not less than one year's experience as a photographer. Knowledge of the fundamentals of photography and film processing is required.

8. *Operator*

A secondary education and experience in the use and maintenance of the various machines in the Electoral Office. Knowledge of photography would be an asset.

**(23) ENERGY DIVISION**1. *Petroleum Engineer*

A degree in Petroleum Engineering and not less than ten years' relevant experience.

2. *Chief Geologist*

A postgraduate qualification in Geology and not less than five years' relevant experience.

3. *Petroleum Officer*

A degree in Petroleum Engineering.

4. *Geological Assistant*

At least four subjects at CXC General Proficiency level, including Drawing and Mathematics.

**(24) ENVIRONMENTAL DIVISION**1. *Senior Environmental Officer*

A postgraduate qualification in Environmental Studies and not less than five years' relevant experience.

2. *Environmental Education Officer*
  - (a) A degree in Environmental Studies or in a related discipline. A professional qualification in Communications or Public Relations is required; or
  - (b) A degree in Communications or Public Relations.In either case, not less than two years' experience is required.
3. *Environmental Officer*

A postgraduate qualification in Environmental Studies and not less than two years' relevant experience.
4. *Technical Officer I*

A degree in Landscape Architecture and not less than four years' relevant experience.
5. *Research Officer I*
  - (a) A postgraduate qualification in Environmental Studies, Social Science or Natural Science. Not less than one year's relevant experience is required; or
  - (b) A degree in Environmental Studies, Social Science, Natural Science, Urban Planning or Geography. Not less than two years' experience is required.
6. *Research Officer II*

A degree in Environmental Studies, Social Science, Natural Science, Urban Planning or Geography.

**(25) FINANCE**

1. *Director of Finance and Economic Affairs*
  - (a) A postgraduate qualification in Economics, Finance, Accounting or in a related discipline. Not less than eight years' relevant experience is required; or
  - (b) A degree in Economics, Finance, Accounting or in a related discipline. Not less than ten years' relevant experience is required.



2. *Treasury Counsel*

An Attorney-at-Law of not less than seven years' standing.

3. *Director of Budget*

(a) A postgraduate qualification in Economics, Finance, Management, Accounting or in a related discipline. Not less than eight years' relevant experience is required; or

(b) A degree in Economics, Finance, Management or Accounting. Not less than seven years' relevant experience is required; or

(c) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than five years' relevant experience.

4. *Economic Advisor*

(a) A postgraduate qualification in Economics or in a related discipline. Not less than five years' relevant experience is required; or

(b) A degree in Economics or in a related discipline. Not less than seven years' relevant experience is required.

5. *Chief Budget Analyst*

(a) A postgraduate qualification in Economics, Finance, Management or Accounting. Not less than five years' relevant experience is required; or

(b) A degree in Economics, Finance, Management or Accounting. Not less than seven years' relevant experience is required; or

(c) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than five years' relevant experience.

6. *Chief Management Accountant*

A professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados; and not less than five years' relevant experience.

7. *Director of Information Systems*

(a) A postgraduate qualification in Computer Science or Management Information Systems. Not less than three years' relevant experience is required; or

(b) A degree in Computer Science or Management Information Systems or in a related discipline. Not less than five years' relevant experience is required.

In either case, proven training and experience in network administration are required.

8. *Deputy Treasury Counsel*

An Attorney-at-Law of not less than five years' standing.

9. *Systems Database Administrator*

A degree in Computer Science and not less than four years' relevant experience. A sound knowledge of systems development is required.

10. *Technical/Network Support Specialist*

(a) A degree in Electronic Engineering and not less than three years' relevant experience; or

(b) A diploma in Electronic Engineering and not less than five years' relevant experience.

11. *Systems Analyst/Senior Programmer*

(a) A degree in Computer Science or Management Information Systems; or

(b) A degree and specialized training of not less than one year's duration in Computer Science or Management Information Systems.

12. *Senior Budget Analyst*

- (a) A postgraduate qualification in Economics, Accounting, Statistics, Mathematics or Management and not less than three years' relevant experience is required; or
- (b) A degree in Economics, Statistics, Accounting, Mathematics or Management. Not less than five years' relevant experience is required; or
- (c) Completion of the Professional level of the ACCA programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados. Not less than five years' relevant experience is required.

13. *Budget Analyst I*

- (a) A postgraduate qualification in Economics, Mathematics, Accounting or Management. Not less than one year's relevant experience is required; or
- (b) A degree in Economics, Mathematics, Accounting or Management. Not less than three years' relevant experience; or
- (c) Completion of the Professional level of the ACCA programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados. Not less than one year's relevant experience is required.

14. *Budget Analyst II*

- (a) A degree in Economics, Statistics, Accounting, Mathematics or Management; or
- (b) Completion of the Certificate level of the ACCA programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados.

15. *Research Economist*

- (a) A postgraduate qualification in Economics or in a related discipline. Not less than five years' relevant experience is required; or
- (b) A degree in Economics or in a related discipline. Not less than seven years' relevant experience is required.

16. *Supervisor of Insurance*

- (a) A degree in Finance, Management, Accounting or Actuarial Science; or
- (b) A professional qualification in Finance, Management, Accounting or Actuarial Science.

In either case, not less than five years' experience in a senior administrative position is required.

17. *Deputy Supervisor of Insurance*

- (a) A degree in Finance, Management, Accounting or Actuarial Science; or
- (b) A professional qualification in Finance, Management, Accounting or Actuarial Science.

In either case, not less than three years' experience in a senior administrative position is required.

18. *Insurance Officer I*

- (a) A degree in Accounting, Economics or Public Administration. Not less than three years' relevant experience is required; or
- (b) Completion of the Certificate level of the ACCA programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados. Not less than five years' relevant experience is required; or
- (c) The Final Certificate in Insurance and not less than five years' relevant experience.

19. *Insurance Officer II*

- (a) A degree in Accounting, Economics or Public Administration; or
- (b) Completion of the Certificate level of the ACCA programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados. Not less than three years' relevant experience is required; or
- (c) The Intermediate Certificate in Insurance and not less than three years' relevant experience.

**(26) FISHERIES**1. *Chief Fisheries Officer*

- (a) A postgraduate qualification in Fisheries Science, Fisheries Management or Fisheries Technology. Not less than three years' experience in fisheries management is required; or
- (b) A degree in Biological Science with specialization in Fisheries Science, Fisheries Management or Fisheries Technology. Not less than five years' experience in fisheries management is required.

2. *Deputy Chief Fisheries Officer*

- (a) A postgraduate qualification in Fisheries Science, Fisheries Management or Fisheries Technology. Not less than one year's experience in fisheries management is required; or
- (b) A degree in Biological Science with specialization in Fisheries Science, Fisheries Management or Fisheries Technology. Not less than three years' experience in fisheries management is required.

3. *Principal Fisheries Assistant*

A degree in Science, Technology, Engineering or Public Administration. Not less than five years' relevant experience is required.

4. *Fisheries Biologist I*

A postgraduate qualification in Fisheries or Marine Biology. Not less than one year's experience in Marine Biology is required.

5. *Fisheries Biologist II*

A degree in Biological Science with specialisation in Fisheries Biology, Marine Biology or Aquatic Science.

6. *Senior Fisheries Assistant*

A degree in Science, Technology, Engineering or Public Administration.

7. *Fisheries Assistant I*

(a) At least four subjects at CXC General Proficiency level, including English Language, Mathematics and one science subject. An "A" Level certificate in a science subject would be an asset; or

(b) CXC General Proficiency level in English Language and Mathematics; and Level II of the City and Guilds in Auto Mechanics.

8. *Fisheries Assistant II*

(a) Level II of the City and Guilds in Auto Mechanics; or

(b) Not less than ten years' relevant experience in the repair of marine engines.

9. *Data Collector*

At least four subjects at CXC General Proficiency level, including English Language and either Mathematics or Biology; and an "A" Level certificate in Biology or Mathematics.

**(27) FOREIGN AFFAIRS AND FOREIGN TRADE****(i) FOREIGN AFFAIRS DIVISION**1. *Chief of Protocol*

- (a) A postgraduate qualification in Management, Finance, Industrial Relations or International Relations or in a related discipline. Not less than three years' experience at the level of Senior Administrative Officer or a related grade is required; or
- (b) A degree in Management, Finance, Industrial Relations or International Relations or in a related discipline. Not less than five years' experience at the level of Senior Administrative Officer or a related grade is required; or
- (c) Not less than five years' experience at the level of Senior Administrative Officer or a related grade; and
  - (i) a degree; and
  - (ii) an approved diploma in Management, Finance, Industrial Relations, International Relations or in a related discipline.

In each case, evidence of continuing education in a relevant area would be an asset.

2. *Senior Foreign Service Officer*

- (a) A postgraduate qualification in Management, Finance, Industrial Relations or International Relations or in a related discipline. Not less than three years' experience at the level of Administrative Officer I or a related grade is required; or
- (b) A degree in Management, Finance, Industrial Relations or International Relations or in a related discipline. Not less than five years experience at the level of Administrative Officer I or a related grade is required; or

- (c) Not less than five years' experience at the level of Administrative Officer I or a related grade, and
  - (i) a degree; and
  - (ii) an approved diploma in Management, Finance, Industrial Relations or International Relations or in a related discipline.
- 3. *Foreign Service Officer I*
  - (a) A postgraduate qualification in Management, Industrial Relations, International Relations or Finance or in a related discipline. Not less than two years' relevant experience is required; or
  - (b) A degree and not less than three years' relevant experience; or
  - (c) Membership of the Institute of Corporate Secretaries and Administrators or any other relevant professional qualification from a recognised institution. Not less than three years' relevant experience is required.
- 4. *Foreign Service Officer II*
  - (a) A degree and not less than three years' relevant experience; or
  - (b) Membership of the Institute of Corporate Secretaries and Administrators or any other relevant professional qualification from a recognised institution. Not less than three years' relevant experience is required.
- 5. *Cypher Officer I*
  - (a) At least five years as a Cypher Officer II and the Private Secretary's Certificate; or
  - (b) Not less than ten years' experience as a Cypher Officer II.



6. *Cypher Officer II*

- (a) The Private Secretary's Certificate and not less than three years' experience at the level of Stenographer/Typist; or
- (b) At least four subjects at CXC General Proficiency level, including English Language, and
  - (i) shorthand or another means of taking dictation at 70 w.p.m.;
  - (ii) typewriting at 35 w.p.m.;
  - (iii) not less than four years' relevant experience; and
  - (iv) proven training in and knowledge of word processing.

7. *Assistant Cypher Officer*

- (a) At least four subjects at CXC General Proficiency level, including English Language; and
- (b) Shorthand or another means of taking dictation at 70 w.p.m.; and
- (c) Typewriting at 35 w.p.m.

An incremental credit is awarded for the possession of relevant qualifications.

8. *Manager, VIP Lounge*

- (a) An associate degree in Public Sector Management or Hospitality Studies; and not less than three years' relevant experience; or
- (b) Not less than seven years' relevant experience in the public service, three of which must have been in a supervisory position.

9. *Lounge Attendant*

At least five subjects at CXC General Proficiency level, including English Language and a foreign language.

## (ii) FOREIGN TRADE DIVISION

*Director of International Trade*

- (a) A postgraduate qualification in Management or Economics; and not less than five years' relevant experience; or
- (b) A degree in Management or Economics; and not less than seven years' relevant experience.

(28) **GENERAL SERVICE**1. *Permanent Secretary*

- (a) A postgraduate qualification in Management, Finance, Industrial Relations, International Relations or in a related discipline. Not less than three years' experience at the level of Deputy Permanent Secretary or a related grade is required; or
- (b) A degree in Management, Finance, Industrial Relations or International Relations or in a related discipline. Not less than five years' experience at the level of Deputy Permanent Secretary or a related grade is required; or
- (c) Not less than five years' experience at the level of Deputy Permanent Secretary or a related grade, and
  - (i) a degree; and
  - (ii) an approved diploma in Management, Finance, Industrial Relations, International Relations or in a related discipline.

In each case, evidence of continuing education in a relevant area would be an asset.

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2. *Deputy Permanent Secretary*

- (a) A postgraduate qualification in Management, Finance, Industrial Relations, International Relations or in a related discipline. Not less than three years' experience at the level of Senior Administrative Officer or a related grade is required; or
- (b) A degree in Management, Finance, Industrial Relations, International Relations or in a related discipline. Not less than five years' experience at the level of Senior Administrative Officer or a related grade is required; or
- (c) Not less than five years' experience at the level of Senior Administrative Officer or a related grade; and
  - (i) a degree; and
  - (ii) an approved diploma in Management, Finance, Industrial Relations, International Relations or a related discipline.

In each case, evidence of continuing education in a relevant area would be an asset.

3. *Senior Administrative Officer*

4. *Principal Personnel Officer*

- (a) A postgraduate qualification in Management, Finance, Industrial Relations, International Relations or in a related discipline. Not less than three years' experience at the level of Administrative Officer I or a related grade is required; or
- (b) A degree in Management, Finance, Industrial Relations, International Relations or in a related discipline. Not less than five years' experience at the level of Administrative Officer I or a related grade is required; or
- (c) Not less than five years' experience at the level of Administrative Officer I or a related grade, and

- (i) a degree; and
- (ii) an approved diploma in Management, Finance, Industrial Relations, International Relations or in a related discipline.

5. *Chief Accountant*6. *Financial Controller*7. *Chief Internal Auditor*8. *Professional Accountant*

A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than three years' experience in Accounting.

9. *Chief Economist*

- (a) A postgraduate qualification in Economics and not less than five years' relevant experience; or
- (b) A degree in Economics and not less than seven years' relevant experience.

10. *Finance Officer*

- (a) A postgraduate qualification in Finance or in Accounting. Not less than five years' relevant experience is required; or
- (b) Completion of the Certificate level of the ACCA programme or the equivalent level of a professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados. Not less than seven years' relevant experience is required; or
- (c) A degree in Accounting or in Finance. Not less than seven years' relevant experience is required; or
- (d) Not less than ten years' experience in Government Accounting, five of which must be at the level of Senior Accountant.

11. *Senior Economist*

- (a) A postgraduate qualification with a major in Economics; and not less than three years' relevant experience; or
- (b) A degree in Economics and not less than five years' relevant experience.

12. *Senior Accountant*

- (a) A degree with a major in Accounting and not less than five years' experience in Accounting; or
- (b) A diploma or an associate degree with a major in Accounting. Not less than seven years' experience in Accounting is required; or
- (c) Recruitment of officers at the level of Accountant after certification on the successful completion of an approved specialized Government Accounting programme. Not less than ten years' experience in Accounting is required; or
- (d) Completion of Level IV of the Certified General Accountants' Association programme or the equivalent level of a professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados. Not less than five years' experience in Accounting is required.

13. *Administrative Officer I*14. *Senior Personnel Officer*

- (a) A postgraduate qualification in Management, Industrial Relations, International Relations, Finance or in a related discipline. Not less than two years' relevant experience; or
- (b) A degree and not less than three years' relevant experience; or
- (c) Membership of the Institute of Corporate Secretaries and Administrators or any other relevant professional qualification from a recognized institution. Not less than three years' relevant experience is required.

15. *Economist I*

- (a) A postgraduate qualification with a major in Economics; and not less than one year's relevant experience; or
- (b) A degree with a major in Economics; and not less than three years' relevant experience.

16. *Research Officer I*

- (a) A degree in the Social Science and not less than two years' relevant experience; or
- (b) A postgraduate qualification in the Social Science and not less than one year's relevant experience.

17. *Research Officer II*

A degree in the Social Science.

18. *Senior Executive Officer*

- (a) A degree and not less than three years' relevant experience. Approved in-service training is required in at least two of the following areas:
  - (i) Supervisory Management;
  - (ii) Human Resources Management;
  - (iii) Accounting; or
  - (iv) any other relevant discipline; or
- (b) Not less than five years' experience at the level of Executive Officer. Approved in-service training is required in at least two of the following areas:
  - (i) Supervisory Management;
  - (ii) Human Resources Management;

- (iii) Accounting; or
- (iv) any other relevant discipline.

In the case of paragraph (b), evidence of the ability to supervise subordinates is required.

19. *Economist II*

A degree with a major in Economics.

20. *Administrative Officer II*

21. *Personnel Officer*

- (a) A degree; or
- (b) A relevant professional qualification from a recognized institution.

In either case, not less than three years' relevant experience is required.

22. *Executive Officer*

- (a) An associate degree; or
- (b) An "A" Level certificate; or
- (c) An academic qualification beyond the clerical entry level; or
- (d) A specialist qualification acquired after not less than one year's training in Accounting, Personnel Management or Management.

In each case, not less than three years' experience in first line supervision is required.

23. *Executive Secretary*

- (a) The Private Secretary's Certificate and not less than five years' experience as a Secretary; or

- (b) At least four subjects at CXC General Proficiency level, including English Language, and
  - (i) typewriting at 35 w.p.m.; and
  - (ii) not less than five years' experience as a Secretary.

In either case, proven training in and knowledge of word processing is required.

Shorthand or another means of taking dictation at 80 w.p.m. would be an asset.

24. *Accountant*

- (a) A degree with a major in Accounting; and not less than one year's relevant experience; or
- (b) Completion of Levels I, II and III of the Certified General Accountants' Association programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados. Not less than three years' relevant experience is required; or
- (c) A diploma in Accounting or an associate degree with a major in Accounting. Not less than five years' experience in Accounting is required; or
- (d) Recruitment of officers after certification on the successful completion of an approved specialized Government Accounting programme. Not less than eight years' experience in Accounting is required; or
- (e) Recruitment of officers at the level of Assistant Accountant with not less than three years' experience in Government Accounting, in addition to one of the following:
  - (i) successful completion of an approved Government Accounting programme; or
  - (ii) relevant training in Accounting at a recognized institution.



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25. *Assistant Personnel Officer*
26. *Senior Clerk*
- (a) At least five subjects at CXC General Proficiency level and two “A” Level certificates; or
  - (b) An associate degree in Public Administration or Business Studies; or
  - (c) Recruitment of Clerical Officers with not less than three years’ experience in that grade.
27. *Statistical Assistant*
- At least five subjects at CXC General Proficiency level, including Mathematics; and not less than three years’ relevant experience.
28. *Assistant Accountant*
29. *Accounts Officer*
- (a) An “A” Level certificate in Accounting, and three years’ experience in Accounting; or
  - (b) An “A” Level certificate in an area other than Accounting, and
    - (i) not less than three years’ experience in Accounting; and
    - (ii) successful completion of an approved Government Accounting programme; or
  - (c) A diploma in Accounting or an associate degree with a major in Accounting. Not less than two years’ experience in Accounting is required; or
  - (d) Recruitment of Clerical Officers after certification on the successful completion of an approved specialized Government Accounting programme. Not less than three years’ experience in Accounting is required.

30. *Secretary*

- (a) At least four subjects at CXC General Proficiency level, including English Language, and
  - (i) typewriting at 35 w.p.m.; and
  - (ii) not less than three years' relevant experience; or
- (b) The Private Secretary's Certificate and not less than one year's relevant experience.

In either case, proven training in as well as knowledge of word processing is required.

Shorthand or another means of taking dictation at 80 w.p.m. would be an asset.

31. *Stenographer/Typist*

- (a) At least four subjects at CXC General Proficiency level, including English Language;
- (b) Typewriting at 35 w.p.m.; and
- (c) Proven training in and knowledge of word processing.

Shorthand or another means of taking dictation at 70 w.p.m. would be an asset.

32. *Clerk/Typist*

At least four subjects at CXC General Proficiency level, including English Language, and Typewriting at 35 w.p.m. Proven training in as well as knowledge of word processing is required.

33. *Receptionist/Typist*

At least four subjects at CXC General Proficiency level, including English Language and either Word Processing or Typewriting at 35 w.p.m.

34. *Telephone Operator/Receptionist*

A secondary education and English Language at CXC Basic Proficiency level.

35. *Clerical Officer*

At least four subjects at CXC General Proficiency level, including English Language.

36. *Storekeeper*

At least four subjects at CXC General Proficiency level, including English Language and a numerate subject. Not less than two years' relevant experience is required.

37. *Senior Messenger*

A secondary education. Evidence of maturity is required and also the ability to organize and manage the work of subordinates.

38. *Driver/Messenger*

A secondary education. The possession of a driver's licence is required.

39. *Messenger*

A secondary education.

40. *Senior Telephone Operator*

CXC Basic Proficiency level in English Language or English Literature. Candidates may be required to take a general knowledge test.

41. *Manager Information Systems*

(a) A postgraduate qualification in Computer Science, Management Information Systems or in a related discipline. Not less than three years' relevant experience is required; or

- (b) A degree in Computer Science, Management Information Systems or in a related discipline. Not less than five years' relevant experience is required.

In either case, proven training in as well as experience in network administration is required.

42. *Senior Systems Analyst*

- (a) A degree in Computer Science or Management Information Systems; or
- (b) A degree and specialized training of not less than one year's duration in Computer Science or Management Information Systems.

In either case, not less than three years' relevant experience is required.

43. *Systems Analyst*

- (a) A degree in Computer Science or Management Information Systems; or
- (b) A degree and specialized training of not less than one year's duration in Computer Science or Management Information Systems.

44. *Computer Operator*

- (a) An associate degree in Computer Science and not less than one year's job experience; or
- (b) At least four subjects at CXC General Proficiency level, and
- (i) not less than three years' approved experience; and
- (ii) successful completion of a Computer Operator's course.

45. *Machine Supervisor*

At least five subjects at CXC General Proficiency level and not less than six years' relevant experience. Evidence of supervisory ability is required.

46. *Machine Operator*

At least four subjects at CXC General Proficiency level, including English Language, and Typewriting at 35 w.p.m.

47. *Senior Data Entry Operator*

At least five subjects at CXC General Proficiency level, including English Language and either Word Processing or Typewriting at 35 w.p.m. Not less than six years' relevant experience is required.

48. *Data Entry Operator I*

At least three subjects at CXC General Proficiency level, including English Language and either Word Processing or Typewriting at 35 w.p.m. Not less than three years' relevant experience is required.

49. *Data Entry Operator II*

At least three subjects at CXC General Proficiency level, including English Language and either Word Processing or Typewriting at 35 w.p.m.

50. *Librarian*

(a) A postgraduate qualification in Library Science or in a related discipline. Not less than two years' relevant experience is required; or

(b) A degree in Library Science or in a related discipline. Not less than three years' relevant experience is required.

51. *Library Assistant I*

A degree.

52. *Library Assistant II*

At least two "A" level certificates and not less than four years' library experience or other relevant experience.

53. *Library Assistant III*

At least four subjects at CXC General Proficiency level, including English Language.

54. *Senior Legal Assistant*

(a) A certificate in Para-legal studies and not less than three years' experience at the level of Legal Assistant; or

(b) Not less than five years' experience at the level of Legal Assistant or the level of Senior Clerk in a legal department.

55. *Legal Assistant*

A certificate in Para-legal Studies and not less than three years' experience in a legal department.

56. *Senior Draughtsman*

An associate degree in Civil or Building Engineering and not less than three years' relevant experience.

57. *Draughtsman*

An associate degree in Civil or Building Engineering.

58. *Cleaner*59. *Scrubber/Cleaner*60. *Orderly*61. *Maid*62. *Porter*63. *General Worker*64. *Irrigator*65. *Laboratory Worker/Attendant*66. *Janitor*67. *Gardener*68. *Car Park Attendant*69. *Parking Attendant*

- 70. *Incinerator Attendant*
- 71. *Watchman*
- 72. *Ranger*
- 73. *Caretaker*

A primary education.

- 74. *Security Guard*

A primary education and the possession of a police certificate of character.

- 75. *Operator I*
- 76. *Operator II*
- 77. *Operator III*
- 78. *Operator IV*
- 79. *Operator V*
- 80. *Operator VI*
- 81. *Operator VII*
- 82. *Operator VIII*
- 83. *Tractor Driver*
- 84. *Tractor Operator*
- 85. *Driver/Supervisor*
- 86. *Driver (including Chauffeur/Driver)*

A primary education and the possession of an appropriate driver's licence where relevant.

- 87. *Section Leader*

- (a) The City and Guilds Certificate in the relevant trade and not less than ten years' relevant experience; or
- (b) The Samuel Jackman Prescod Polytechnic Certificate in the relevant trade and not less than ten years' relevant experience; or
- (c) A Senior Artisan with not less than two years' relevant experience; or
- (d) Not less than twelve years' relevant experience.

In each case, the ability to supervise subordinates is required.

88. *Supervisor*89. *Supervisor A*

- (a) Not less than five years' experience as a Supervisor "B" or in a related grade; or
- (b) At least two subjects at CXC General Proficiency level; and not less than three years' experience in a supervisory capacity.

90. *Supervisor B*

- (a) Not less than five years' experience as a Supervisor "C" or in a related grade; or
- (b) At least two subjects at CXC General Proficiency level. The ability to supervise subordinates is required.

91. *Supervisor C*

A primary education and evidence of the ability to supervise subordinates.

92. *Foreman (CIII)*

- (a) Not less than five years' experience as a Supervisor "B" or in a related grade; or
- (b) At least two subjects at CXC General Proficiency level; and not less than three years' experience in a supervisory capacity.

93. *Senior Fitter*94. *Senior Machinist*95. *Senior Mechanic*96. *Senior Welder*

Not less than ten years' experience as a first class tradesman in the relevant trade. The possession of a City and Guilds Certificate at Intermediate level in the relevant trade shall count in lieu of three years' experience and a City and Guilds Certificate at Final level shall count in lieu of six years' experience. The ability to supervise subordinates is required.



97. *Senior Artisan*

- (a) The City and Guilds Certificate in the relevant trade or the Samuel Jackman Prescod Polytechnic Certificate in the relevant trade. Not less than eight years' relevant experience is required; or
- (b) Not less than ten years' experience in the relevant trade. A certificate of competence is required.

In either case, the ability to supervise subordinates is required.

- 98. *Mason (CIII)*
- 99. *Carpenter (CIII)*
- 100. *Painter (CIII)*
- 101. *Artisan (CIII)*
- 102. *Plumber (CIII)*
- 103. *Welder (CIII)*
- 104. *Fitter (CIII)*
- 105. *Mechanic (CIII)*

- (a) The City and Guilds Certificate in the relevant trade or the Samuel Jackman Prescod Polytechnic Certificate in the relevant trade. Not less than five years' relevant experience is required; or
- (b) Not less than two years' experience at grade (CIV).

- 106. *Plumber (CIV)*
- 107. *Fitter (CIV)*
- 108. *Fitter/Machinist (CIV)*
- 109. *Auto Electrician (CIV)*
- 110. *Mason (CIV)*
- 111. *Carpenter (CIV)*
- 112. *Painter (CIV)*
- 113. *Artisan (CIV)*
- 114. *Welder (CIV)*
- 115. *Mechanic (CIV)*

- (a) The City and Guilds Certificate in the relevant trade or the Samuel Jackman Prescod Polytechnic Certificate in the relevant trade. Not less than three years' relevant experience is required; or

- (b) Not less than five years' experience at grade (CV); or
- (c) Not less than five years' relevant experience approved by the Chief Technical Officer.

- 116. *Fitter/Machinist (CV)*
- 117. *Auto Electrician (CV)*
- 118. *Mason (CV)*
- 119. *Carpenter (CV)*
- 120. *Painter (CV)*
- 121. *Artisan (CV)*
- 122. *Plumber (CV)*
- 123. *Welder (CV)*
- 124. *Mechanic (CV)*

- (a) The City and Guilds Certificate in the relevant trade or the Samuel Jackman Prescod Polytechnic Certificate in the relevant trade. Not less than two years' relevant experience approved by the Chief Technical Officer is required; or
- (b) Not less than three years' relevant experience.

125. *Senior Electrical Assistant*

- (a) The City and Guilds Certificate in the relevant trade or the Samuel Jackman Prescod Polytechnic Certificate in the relevant trade. Not less than nine years' relevant experience is required; or
- (b) Not less than twelve years' relevant experience in relevant trade; and a certificate of competence. Evidence of supervisory ability is required.

126. *Electrical Assistant (CIII)*

- (a) The City and Guilds Certificate in the relevant trade or the Samuel Jackman Prescod Polytechnic Certificate in the relevant trade. Not less than nine years' experience in electrical installations is required; or
- (b) Not less than eleven years' experience in electrical installations.

127. *Electrical Assistant (CIV)*

- (a) The City and Guilds Certificate in the relevant trade or the Samuel Jackman Prescod Polytechnic Certificate in the relevant trade. Not less than six years' experience in electrical installations is required; or
- (b) Not less than eight years' experience in electrical installations.

128. *Electrical Assistant (CV)*

- (a) The City and Guilds Certificate in the relevant trade or the Samuel Jackman Prescod Polytechnic Certificate in the relevant trade. Not less than three years' experience in electrical installations is required; or
- (b) Not less than five years' experience in electrical installations.

129. *Steel Bender (CIII)*

Not less than two years' experience at grade (CIV).

130. *Steel Bender (CIV)*

- (a) Not less than five years' experience at grade (CV); or
- (b) Not less than five years' relevant experience approved by the Chief Technical Officer.

131. *Steel Bender (CV)*

- (a) Not less than three years' experience at grade (CVI); or
- (b) Recruitment of persons with not less than three years' relevant experience approved by the Chief Technical Officer.

132. *Steel Bender (CVI)*

Not less than one years' experience as an apprentice in the relevant trade.

133. *Car Park Supervisor*

- (a) At least two subjects at CXC General Proficiency level; and not less than three years' experience in a supervisory capacity; or
- (b) Not less than five years experience as a Supervisor "B" or in a related grade.

134. *Senior Traffic Warden*

A primary education and not less than three years' relevant experience.

135. *Traffic Warden (CX)*

A primary education.

**(29) GOVERNMENT ELECTRICAL ENGINEERING DEPARTMENT**1. *Chief Electrical Officer*

A registered electrical engineer with not less than eight years' relevant experience, five of which must be in the design of electrical installations for large commercial buildings. Experience in air conditioning would be an asset.

2. *Deputy Chief Electrical Officer*

A registered electrical engineer with not less than six years' relevant experience.

3. *Engineer/Technical Officer I*

- (a) A degree in Electrical Engineering and not less than four years' relevant experience; or
- (b) The Higher National Certificate in Electrical Engineering and not less than six years' relevant experience.

4. *Chief Electrical Inspector*

- (a) Level II of the City and Guilds in Electrical or Mechanical Engineering; or

- (b) The Full Technological Certificate of City and Guilds in Electrical Installations.

In either case, not less than seven years' relevant experience is required.

5. *Technical Officer II*

- (a) A degree in Electrical Engineering; or
- (b) The Higher National Certificate in Electrical Engineering and not less than two years' relevant experience.

6. *Maintenance Supervisor I*

- (a) Level II of the City and Guilds in Electrical or Mechanical Engineering; or
- (b) The Full Technological Certificate in Electrical Installation.

In either case, not less than seven years' relevant experience is required.

7. *Senior Electrical Inspector*

- (a) Level II of the City and Guilds in Electrical or Mechanical Engineering; and not less than five years' experience in electrical installation; or
- (b) The Final Certificate of the City and Guilds in Electrical Installation; and not less than seven years' relevant experience.

8. *Electrical Inspector*

- (a) Level II of the City and Guilds in Electrical or Mechanical Engineering; and not less than two years' relevant experience; or
- (b) The Final Certificate of the City and Guilds in Electrical Installation; and not less than three years' relevant experience.

9. *Maintenance Technician I*

- (a) Level II of the City and Guilds in Mechanical and Electrical Engineering; and not less than five years' experience in electrical installations, electronics, airconditioning, refrigeration or telecommunications; or
- (b) The Final Certificate of the City and Guilds in Electrical Engineering; and not less than seven years' relevant experience.

10. *Electrician*

The Electrical Wireman's licence and not less than ten years' relevant experience.

(30) **GOVERNMENT HOUSE**1. *Private Secretary/Administrative Officer*

- (a) A postgraduate qualification in Management, Administration or a related discipline. Not less than three years' experience at the level of Administrative Officer I or a related grade is required; or
- (b) A degree in Management, Administration or a related discipline. Not less than five years' experience at the level of Administrative Officer I or a related grade is required.

2. *Executive Assistant*

- (a) An associate degree; or
- (b) An "A" Level certificate; or
- (c) An academic qualification beyond the clerical entry level; or
- (d) A specialist qualification acquired after not less than one year's study or training in Accounting, Personnel Management, Administration or Management; or
- (e) A working knowledge of Government Accounting; and not less than three years' experience at the level of Senior Clerk. The ability to type at 35 w.p.m. is required.

3. *Head Butler*
  - (a) A secondary education; and
  - (b) Evidence of the ability to organise and supervise subordinates; and
  - (c) Experience in the following: household management, ordering, catering for large receptions, waiting, a knowledge of wines, stock keeping and mixing drinks.
4. *House Keeper*
  - (a) A secondary education; and
  - (b) Evidence of the ability to organize and supervise subordinates; and
  - (c) Experience in housekeeping and household management.
5. *Butler*
  - (a) A secondary education; and
  - (b) Experience in the following: table laying, waiting, mixing drinks and household management.
6. *Cook*
  - (a) A secondary education; and
  - (b) A certificate in cookery from any approved institution; and
  - (c) Not less than three years' experience in all aspects of food preparation and cooking on a large scale.

**(31) GOVERNMENT INDUSTRIAL SCHOOLS**1. *Principal*

A degree in Social Work or in a related discipline. Not less than seven years' relevant experience is required.

2. *Vice Principal*

A degree in Social Work or in a related discipline. Not less than five years' relevant experience is required.

3. *Welfare Officer I*

A certificate in Social Work and not less than three years' relevant experience.

Advancement beyond the Qualification Bar is permitted at the due time on the acquisition of a degree in Social Work.

4. *Welfare Officer II*

(a) Recruitment of officers in the grade of Clerical Officer, Teacher or Nurse; or

(b) A certificate in Social Work.

5. *Matron*

A Registered Nurse with not less than three years' relevant experience.

6. *Assistant Matron*

A Registered Nurse with some experience in social work.

7. *Senior Instructor/Instructress*

(a) An appropriate City and Guilds Certificate at Intermediate level; and not less than three years' relevant experience; or

(b) Not less than seven years' experience as Instructor/Instructress at the Government Industrial School.

8. *Supervisor*

At least four subjects at CXC General Proficiency level, including English Language. Involvement in youth or community work and knowledge of sports would be an asset.



9. *Instructor/Instructress*

- (a) Approved technical training in an appropriate discipline; and not less than five years' relevant experience; or
- (b) A tradesman of not less than ten years' relevant experience.

**(32) GOVERNMENT INFORMATION SERVICE**1. *Chief Information Officer*

- (a) A degree in Mass Communications and not less than nine years' relevant experience; or
- (b) Not less than nine years' relevant experience, and
  - (i) a degree; and
  - (ii) an approved qualification in Communications.

2. *Deputy Chief Information Officer*

- (a) A degree in Mass Communications and not less than seven years' relevant experience; or
- (b) Not less than seven years' relevant experience, and
  - (i) a degree; and
  - (ii) an approved qualification in Communications.

3. *Senior Information Officer*

- (a) A degree in Mass Communications and not less than five years' relevant experience; or
- (b) Not less than five years' relevant experience, and
  - (i) a degree; and
  - (ii) an approved qualification in Communications.

4. *Information Officer*
  - (a) A degree in Mass Communications and not less than three years' relevant experience; or
  - (b) Not less than three years' relevant experience, and
    - (i) a degree; and
    - (ii) a professional qualification in Communications.
5. *Assistant Information Officer*

A diploma in Communications.
6. *Cinematographer*

A secondary education and not less than seven years' experience as a Photographer. The ability to produce and direct documentaries in the media of film is required.
7. *Senior Photographer*

A secondary education and not less five years' experience as a Photographer. Training in advanced techniques of photography or photo-journalism is required.
8. *Technician I*
  - (a) The Full Technological Certificate in Electrical Engineering; or
  - (b) Level II of the City and Guilds in Electrical Engineering; or
  - (c) Not less than ten years' relevant experience. Appropriate training in the repair and maintenance of video, audio and other electronic equipment is required.
9. *Marketing Officer*

A degree in Marketing, Public Relations or Management with a major in Marketing.

10. *Technical Operator (Radio)*

- (a) The Full Technological Certificate in electronics; and not less than three years' relevant experience; or
- (b) Level II of the City and Guilds in electronics; and not less than three years' relevant experience; or
- (c) An associate degree in Mass Communications; and not less than three years' relevant experience; or
- (d) A diploma in Mass Communications; and not less than three years' relevant experience.

11. *Photographer*

A secondary education and not less than three years' experience as a Photographer. Knowledge of the fundamentals of photography and film processing is required.

**(33) GOVERNMENT PRINTING DEPARTMENT**1. *Government Printer*

- (a) A degree in Business or Public Administration; and not less than five years' experience in a senior position; or
- (b) Not less than five years' experience in a senior position, and
  - (i) a degree; and
  - (ii) a diploma in Management.

2. *Deputy Government Printer*

- (a) A degree in Business or Public Administration; and not less than three years' experience in an administrative position; or
- (b) Not less than three years' experience in a senior position, and
  - (i) a degree; and
  - (ii) a diploma in Management.

3. *Assistant Government Printer*

A secondary education and not less than three years' experience at the level of Chief Compositor, Senior Photographer, Foreman Machine Operator or Foreman Binder. Evidence of the ability to manage at middle management level is required.

4. *Hansard Editor*

A degree in Mass Communications and not less than three years' relevant experience.

5. *Chief Compositor*

As for Compositor and not less than seven years' relevant experience. The ability to organize and supervise the work of the composing section is required.

6. *Senior Photographer*

A secondary education and not less than five years' experience in the use and maintenance of cameras. Proven ability in organising and controlling the camera and proven ability in plate-making functions of an organisation similar to the Printery is required. Dark room experience is also required.

7. *Foreman Binder*

Not less than five years' experience in all aspects of binding work. Proven ability in organizing and controlling the work of a binding section is required. Knowledge of printing techniques would be an asset.

8. *Assistant Foreman Binder*

Not less than three years' experience in all aspects of binding work. Proven ability in organizing and controlling the work of a binding section is required. Knowledge of printing techniques would be an asset.

9. *Foreman Machine Operator*

Not less than five years' experience in Printing. Proven ability in organizing and controlling the work of subordinates is required.

10. *Assistant Foreman Machine Operator*

Not less than three years' experience in Printing. Proven ability in organizing and controlling the work of subordinates is required.

11. *Foreman Mechanic*

Level II of the City and Guilds in Mechanical or Electrical Engineering. Not less than five years' experience in the relevant field is required. The ability to supervise the work of subordinates is also required.

12. *Graphic Artist*

A certificate in Art from a recognized institution; and not less than one year's relevant experience in Commercial Art.

13. *Senior Machine Operator*

(a) An associate degree in Computer Studies and not less than one year's relevant experience; or

(b) At least four subjects at CXC General Proficiency level, including English Language and Typewriting; and not less than three years' relevant experience.

14. *Senior Binder*

At least three years' experience as a Binder. Demonstrated potential to co-ordinate the work of junior personnel would be an asset.

15. *Senior Compositor*

At least four subjects at CXC General Proficiency level, including English Language; and not less than three years' relevant experience.

16. *Compiler*

A secondary education and not less than three years' relevant experience. The ability to design work and the possession of supervisory skills would be an asset.

17. *Design Officer*

A secondary education and not less than three years' relevant experience in typography. A good knowledge of display is required. Knowledge of printing techniques would be an asset.

18. *Proof Reader I*

At least four subjects at CXC General Proficiency level, including English Language; and not less than three years' relevant experience.

19. *Proof Reader II*

At least four subjects at CXC General Proficiency level, one of which must be English Language.

20. *Photographer*

A secondary education and not less than three years' experience in the use and maintenance of cameras and in plate-making functions of an organization similar to the Printery. Dark room experience is required.

21. *Letter Press Operator*

A secondary education and not less than three years' relevant experience in letter press printing. A knowledge of binding would be an asset.

22. *Mechanic*

Level II of the City and Guilds in Mechanical or Electrical Engineering. Not less than three years' relevant experience is required.

23. *Machine Operator*

A secondary education and not less than three years' experience in the operation and maintenance of printing machines.

24. *Binder*

A secondary education and not less than one year's relevant experience. A thorough knowledge of binding techniques is required.

25. *Assistant Photographer*

A secondary education and not less than one year's experience as a Photographer. Knowledge of the fundamentals of photography and film processing is required.

26. *Binder's Assistant*

A secondary education. Previous experience in binding work would be an asset.

27. *Junior Mechanic*

Part I of the City and Guilds in Auto-Mechanics.

28. *Compositor*

At least four subjects at CXC General Proficiency level, including English Language.

**(34) HEALTH****(i) GENERAL**1. *Chief Health Planner*

A postgraduate qualification in Economics, in Health Planning or in a related discipline. Not less than five years' postgraduate experience at a senior planning level is required.

2. *Deputy Chief Health Planner*

(a) A postgraduate qualification in Economics, in Health Planning or in a related discipline. Not less than three years' relevant experience is required; or

(b) A degree in Economics, in Health Planning or in a related discipline. Not less than five years' relevant experience is required.

3. *Senior Health Planning Officer*
  - (a) A postgraduate qualification in Economics, in Health Planning or in a related discipline. Not less than two years' relevant experience is required; or
  - (b) A degree in Economics, in Health Planning or in a related discipline. Not less than three years' relevant experience is required.
4. *Health Planning Officer I*
  - (a) A postgraduate qualification in Economics, in Health Planning or in a related discipline. Not less than one year's relevant experience is required; or
  - (b) A degree in Economics, in Health Planning or in a related discipline; and not less than two years' relevant experience.
5. *Health Planning Officer II*

A degree in Economics, in Health Planning or in a related discipline.
6. *Economist/Financial Analyst*

A degree in Economics and not less than five years' relevant experience, preferably in the health services.
7. *Health Services Administrator*

A degree in Management and not less than five years' experience in a management position. Training in health service management would be an asset.
8. *Chief Medical Officer*
  - (a) A Fully Registered Medical Practitioner; and
  - (b) A diploma in Public Health; and
  - (c) Not less than seven years' professional experience, including at least five years' experience in medical administration.



9. *Senior Medical Officer of Health*
  - (a) A Fully Registered Medical Practitioner; and
  - (b) A diploma in Public Health; and
  - (c) Not less than five years' professional experience, including at least three years' in medical administration.
10. *Executive Engineer*

A degree in Engineering or membership of an approved institute of Hospital Engineers. Not less than seven years' experience after graduating is required.
11. *Medical Equipment Engineer*

A degree in Electrical Engineering with Electronics as a major; and not less than four years' experience.
12. *Oral Surgeon*

A fully Registered Dental Practitioner with an approved post-graduate qualification in Oral Surgery.
13. *Senior Dental Officer*

A fully Registered Dental Practitioner with not less than five years' professional experience. A postgraduate qualification in Public Health would be an asset.
14. *Dental Officer*

A fully Registered Dental Practitioner.
15. *Senior Auxiliary Dental Officer*

A certificate of proficiency as a Dental Auxiliary and not less than ten years' relevant experience. Further relevant training, such as in Dental Health Education, would be an asset.

16. *Auxiliary Dental Officer*

A certificate of proficiency as a Dental Auxiliary.

17. *Dental Hygienist*

A diploma in Dental Hygiene or a certificate of proficiency in Oral Hygiene.

Automatic advancement or appointment beyond the Qualification Bar is permitted on the possession of the Diploma in Dental Hygiene.

18. *Trainee Dental Auxiliary*

At least four subjects at CXC General Proficiency level in Mathematics, English Language and two Science subjects.

19. *Trainee Dental Hygienist*

At least four subjects at CXC General Proficiency level, including English Language and at least one of the following subjects: Chemistry, Biology or Human Biology.

20. *Dental Assistant*

CXC Basic Proficiency level in two subjects, one of which must be English Language.

21. *Health Education Officer*

(a) A degree in Health Education or in a related discipline; or

(b) A recognized qualification in an approved Health discipline, and

(i) a postgraduate diploma in Health Education; or

(ii) a certificate in Health Education.

In either case, not less than three years' relevant experience is required.

22. *Chief Environmental Health Officer*

- (a) A degree in Environmental Health or in Public Health; and
- (b) The Certificate for the Inspection of Meat and Other Foods; and
- (c) Not less than eight years' relevant experience.

23. *Deputy Chief Environmental Health Officer*

- (a) A degree in Environmental Health or in Public Health; and
- (b) The Certificate for the Inspection of Meat and Other Foods; and
- (c) Not less than six years' relevant experience.

24. *Principal Environmental Health Officer*

- (a) A degree in Environmental Health or in Public Health. The Certificate for the Inspection of Meat and Other Foods is required. Not less than a year's experience in the grade of Senior Environmental Officer is also required; or
- (b) An associate degree in Environmental Health and the Certificate for the Inspection of Meat and Other Foods. Not less than three years' experience in the grade of Senior Environmental Health Officer is required.

25. *Senior Environmental Health Officer*

An associate degree in Environmental Health; and the Certificate for the Inspection of Meat and Other Foods. Not less than eight years' experience as an Environmental Health Officer is required.

26. *Environmental Health Specialist*

- (a) An associate degree in Environmental Health; and
- (b) The Certificate for the Inspection of Meat and Other Foods; and
- (c) A diploma of not less than one year's duration in one of the following areas:

- (i) Vector Control;
  - (ii) Institutional Hygiene;
  - (iii) Food Hygiene;
  - (iv) Epidemiology;
  - (v) Port Health;
  - (vi) Health Education;
  - (vii) Food Technology; and
- (d) Not less than six years' experience as an Environmental Health Officer.

27. *Environmental Health Officer I*

An associate degree in Environmental Health; and the Certificate for the Inspection of Meat and Other Foods. Not less than four years' experience as an Environmental Health Officer II is required.

28. *Environmental Health Officer II*

An associate degree in Environmental Health.

29. *Environmental Health Assistant I*

- (a) The successful completion of the three-month course in Public Health; and not less than five years' experience as an Environmental Health Assistant II; or
- (b) Not less than ten years' experience as an Environmental Health Assistant II.

30. *Environmental Health Assistant II*

At least one subject at CXC General Proficiency level or a complete secondary education.

31. *Senior Maintenance Technician*

- (a) A degree in Computer Science; or
- (b) An associate degree in Electronics.

In either case, not less than two years' relevant experience is required.

32. *Technical Assistant*

- (a) An associate degree in Mechanical and Electrical Engineering; or
- (b) The City and Guilds Certificate in Electronics at Intermediate level.

In either case, not less than two years' relevant experience is required.

33. *Transport Foreman*

- (a) Level II of the City and Guilds in Mechanics; and not less than three years' experience; or
- (b) Not less than ten years' experience as a first-class Mechanic.

34. *Forms Printer*

A secondary education and not less than three years' relevant experience. The ability to organize as well as supervise the work of staff is required.

35. *Assistant Forms Printer*

A secondary education. Previous experience in the operation of printing machinery is required.

36. *Animal Control Officer*

An associate degree in Health Science; and not less than six years' relevant experience.

37. *Animal Control Inspector*

At least four subjects at CXC General Proficiency level; and not less than three years' relevant experience.

38. *Animal Control Attendant (CVIII)*

A primary education. Experience in animal control would be an asset.

39. *Driver/Assistant Control Officer (CV)*

A primary education and possession of an appropriate driver's licence.

40. *Superintendent of Works*

(a) An associate degree in Building or in Engineering. Not less than five years' relevant experience is required. Evidence of supervisory ability is also required; or

(b) Not less than ten years' experience as a first-class tradesman in the relevant trade or in road building. Not less than five years' experience in a supervisory position is required.

41. *Works Supervisor*

(a) An associate degree in Building or in Civil Engineering. Not less than three years' relevant experience is required; or

(b) Not less than ten years' experience as a first-class tradesman in the relevant trade or in road or in building construction. The possession of a City and Guilds Certificate at Intermediate level shall count in lieu of three years' experience and the final level certificate shall count in lieu of six years' experience; or

(c) CXC General Proficiency level in English Language, Mathematics or a Science subject. Not less than three years' relevant experience in road or building construction or in a relevant trade is required.

42. *Assistant Works Supervisor*

- (a) Not less than seven years' relevant experience as a first-class tradesman in a relevant trade; or
- (b) The City and Guilds Certificate at Intermediate level in a relevant trade; and not less than three years' relevant experience.

(ii) INTERDEPARTMENTAL (*Posts common to all hospitals, health centres and polyclinics*)1. *Consultant*

A Fully Registered Medical Practitioner with an approved post-graduate qualification in the appropriate speciality from a recognized institution (as recommended by the Chief Medical Officer after consultation with the Medical Council). Not less than four years' experience in the particular speciality is required.

2. *Senior Registrar*

A Fully Registered Medical Practitioner with an approved postgraduate qualification in the appropriate speciality from a recognized institution (as recommended by the Chief Medical Officer after consultation with the Medical Council).

3. *Registrar I*

- (a) A Fully Registered Medical Practitioner with not less than six months' experience in the appropriate speciality; and an approved minor postgraduate qualification applicable to the speciality; or
- (b) A Fully Registered Medical Practitioner with not less than three years' experience in the speciality. A certificate of competence from the head of the particular department endorsed by the Chief Medical Officer is required.

4. *Registrar II*

A Fully Registered Medical Practitioner with not less than six months' professional experience in the speciality. A certificate of competence from the head of department is required.

5. *Senior House Officer*  
A Fully Registered Practitioner.
6. *Physiotherapist*  
A degree in Physiotherapy or a diploma in Physiotherapy.
7. *Chiropodist*  
A degree in Chiropody.
8. *Speech Therapist*  
A degree in Speech Therapy or a diploma in Speech Therapy. Not less than four years' experience is required.  
  
Automatic advancement beyond the Qualification Bar is permitted on the acquisition of a postgraduate degree in Speech Therapy or Audiology.
9. *Assistant Speech Therapist*  
A degree in Speech Therapy or a diploma in Speech Therapy.
10. *Occupational Therapist*  
A degree in Occupational Therapy or a diploma in Occupational Therapy.
11. *Occupational Therapy Assistant I*  
The Certificate in Occupational Therapy from the Barbados Community College; and not less than four years' relevant experience.
12. *Occupational Therapy Assistant II*  
The Certificate in Occupational Therapy from the Barbados Community College.
13. *Rehabilitative Therapy Technician I*  
An associate degree in Applied Science (Rehabilitative Therapy Technology); and not less than four years' relevant experience.



14. *Rehabilitative Therapy Technician II*

An associate degree in Applied Science (Rehabilitative Therapy Technology).

15. *Laboratory Technologist*

(a) The Diploma of Medical Technology from the West Indies Society of Medical Technologist; or

(b) An associate degree in Medical Laboratory Technology.

Automatic advancement beyond the Qualification Bar is permitted on the acquisition of a recognized Fellowship in Medical Technology.

16. *Laboratory Technician*

(a) The Certificate of the West Indies Society of Medical Technologists; or

(b) Successful completion of the Intermediate Examination of the Institute of Medical Laboratory Technology (London); or

(c) An associate degree in Medical Laboratory Technology.

17. *Trainee Laboratory Technician*

At least five subjects at CXC General Proficiency level, including English Language, Mathematics and two science subjects, one of which must be Chemistry.

18. *Laboratory Assistant I*

An associate degree in Science.

19. *Laboratory Assistant II*

At least four subjects at CXC General Proficiency level, including English Language and a science subject.

20. *Laboratory Attendant*

- (a) A certificate in Agriculture from the Samuel Jackman Prescod Polytechnic; or
- (b) The National Certificate of Secondary Education; and not less than one year's relevant experience.

21. *Medical Secretary I*

- (a) At least four subjects at CXC General Proficiency level, including English Language;
- (b) Typewriting at Intermediate level; and
- (c) The Diploma in Medical Records Technology.

Shorthand or another means of taking dictation at 70 w.p.m would be an asset.

22. *Medical Secretary II*

- (a) At least four subjects at CXC General Proficiency level, including English Language; and
- (b) Typewriting at Intermediate level.

Shorthand or another means of taking dictation at 70 w.p.m would be an asset.

23. *Medical Records Clerk I*

An associate degree in Medical Records Technology.

24. *Medical Records Clerk II*

At least four subjects at CXC General Proficiency level, including English Language and either Mathematics or Biology.

25. *Radiographer*

Approved qualifications in Radiotherapy or Radiography.

Automatic advancement beyond the Qualification Bar is permitted on the acquisition of a higher diploma in Radiography, or Teachers' Diploma of the College of Radiographers.

26. *Dark Room Technician*

Not less than one year's experience as a Photographer. Proven experience in developing film is required.

27. *Senior Departmental Aide*

A secondary education and not less than three years' relevant experience.

28. *Departmental Aide*

A secondary education.

29. *Chief Dispenser*

A Registered Pharmacist and not less than eight years' relevant experience.

30. *Senior Dispenser*

A Registered Pharmacist and not less than five years' relevant experience.

31. *Dispenser*

A Registered Pharmacist.

32. *Trainee Pharmacist*

At least four subjects at CXC General Proficiency level, including English Language and either Mathematics or a science subject.

Automatic advancement beyond the Qualification Bar is permitted on the acquisition of the intermediate certificate of the Local Druggist Examining Body.

33. *Drug Inspector*

- (a) A Registered Pharmacist; and
- (b) Not less than five years' professional experience; and
- (c) An approved qualification or training in Forensic Pharmacy and Drug Inspection from a recognized institution.

34. *Senior Medical Social Worker/Senior Social Worker*

A degree in Social Work and not less than six years' relevant experience.

35. *Medical Social Worker I/Social Worker*

A certificate in Social Work and not less than three years' relevant experience.

Advancement beyond the Qualification Bar is permitted at the due time on the acquisition of the degree in Social Work.

36. *Medical Social Worker II/Social Worker*

(a) A certificate in Social Work; or

(b) Recruitment of officers in the grade of Clerical Officer, Teacher or Nurse.

37. *Hospital Supplies Officer*

(a) An associate degree in Public Administration; and not less than five years' experience in purchasing and stores procedures; or

(b) A specialist qualification acquired after not less than one year's study in Accounting or Supplies Management.

38. *Assistant Hospital Supplies Officer*

At least four subjects at CXC General Proficiency level, including English Language; and not less than three years' experience in Accounting or Stores.

39. *Chief Medical Records Officer*

(a) A degree in or a diploma in Medical Records Technology; or

(b) Membership of a recognized Association of Medical Records Officers.

In either case, at least ten years' experience in Records Management is required.

40. *Senior Medical Records Officer*

- (a) A degree in or a diploma in Medical Records Technology; and not less than five years' experience in Records Management; or
- (b) An associate degree in Medical Records Technology; and not less than seven years' experience in Records Management.

41. *Medical Records Officer*

- (a) A degree in or a diploma in Medical Records Technology; or
- (b) An associate degree in Medical Records Technology; and not less than five years' experience in Records Management.

42. *Medical Librarian*

Associateship of the Library Association. Training as well as experience in Medical Librarianship is required.

43. *Dietitian*

Membership of the British Dietetic Association or a similar association. Not less than three years' experience in catering on a large scale is required (preferably in a hospital).

44. *Clinical Photographer*

Not less than one year's experience as a Photographer. Knowledge of the fundamentals of Photography and Film Processing is required.

45. *Therapeutic Dietitian*

Membership of the Caribbean Association of Nutritionists or Dietitians, or membership of the American, Canadian or British Dietetics Association.

Advancement at the due time or appointment beyond the Qualification Bar is permitted on the acquisition of a degree in or diploma in Dietetics; and not less than three years' relevant experience.

46. *Dietetic Assistant*

The successful completion of an approved Food Service Supervisor's Course. Practical experience in an institutional Food Service Department, particularly in supervising the preparation of therapeutic diets is required.

47. *Dietary Technician*

The Certificate in Dietary Technology from the Barbados Community College or an equivalent qualification from a recognized institution.

48. *Senior Technical Officer*

- (a) A degree in Engineering and not less than seven years' experience after graduating; or
- (b) Membership of a recognized professional body and not less than five years' relevant experience.

49. *Maintenance Technician*

Level II of the City and Guilds in Mechanical or Electrical Engineering.

50. *Senior Food Service Supervisor*

- (a) A diploma in or a certificate in Institutional Catering and Management; or
- (b) A Food Service Supervisors' Course and not less than five years' relevant experience in a supervisory position.

51. *Food Service Supervisor I*

- (a) A diploma in or a certificate in Institutional Catering and Management; or
- (b) A Food Service Supervisors' Course; and not less than five years' relevant experience, two of which should be in a supervisory position.

52. *Food Service Supervisor II*
- (a) A secondary education; and
  - (b) The successful completion of an approved Food Service Supervisors' Course; and
  - (c) Not less than three years' relevant experience.
53. *Assistant Food Service Supervisor*
- A secondary education and relevant experience in cooking on a large scale.
54. *Head Cook*
- A secondary education and not less than three years' relevant experience.
55. *Cook*
- A secondary education.
56. *Steward*
- At least four subjects at CXC General Proficiency level, including English Language; and not less than three years' relevant experience.
57. *Housekeeper Grade I*
- At least four subjects at CXC General Proficiency level; and not less three years' relevant experience.
58. *Housekeeper Grade II*
- At least four subjects at CXC General Proficiency level. Supervisory experience would be an asset.
59. *Housekeeper Grade III*
- At least four subjects at CXC General Proficiency level.

60. *Sewing Mistress*

A secondary education and not less than five years' relevant experience. The candidate must have relevant supervisory experience.

61. *Senior Seamstress*

A secondary education and not less than three years' relevant experience.

62. *Seamstress*

A primary education. Competence as a dressmaker is required.

63. *Laundry Superintendent*

A secondary education and not less than five years' relevant experience in a supervisory position.

64. *Laundry Supervisor*

A secondary education and evidence of the ability to supervise subordinates.

65. *Senior Laundry Worker*

A secondary education and not less than two years' experience.

66. *Laundry Worker*

A secondary education.

67. *Laundry Operator*

A secondary education.

68. *Boiler Operator*

A secondary education. Experience in the use of industrial equipment would be an asset.



69. *Yard Superintendent*

A secondary education and evidence of supervisory ability.

70. *Gatekeeper*

A secondary education.

71. *Porter*

A secondary education.

72. *Ambulance Driver*

Possession of an appropriate driver's licence.

73. *Accounting Aide*

At least four subjects at CXC General Proficiency level, including English Language; and not less than one year's relevant experience.

74. *Senior Orderly Supervisor*

A secondary education and not less than three years' experience as an Orderly Supervisor. The ability to organize and supervise the work of subordinates is required.

75. *Orderly Supervisor*

A secondary education and not less than three years' experience as an Orderly. The ability to organize as well as supervise the work of subordinates is required.

76. *Orderly*

A secondary education.

77. *Head Gardener*

A secondary education.

78. *Maid*

A secondary education.

79. *Linen Keeper*

A secondary education. Experience in supervising linen stocks as well as laundering is required.

80. *Linen Supervisor*

A secondary education and not less than five years' experience in the grade of Assistant Linen Supervisor.

81. *Assistant Linen Supervisor*

A secondary education. Experience in supervising linen stocks as well as laundering is required.

## (iii) CHILDREN'S DEVELOPMENT CENTRE

1. *Co-ordinator, Children's Development Centre*

(a) An approved qualification in Nursing or in Social Work. Not less than five years' experience in a supervisory position is required; or

(b) A degree in Sociology or in Social Work. Not less than three years' relevant experience is required.

2. *Graduate Teacher*

A degree.

3. *Teacher (Special Grade)*

(a) At least four subjects at CXC General Proficiency level 1 or 2, including English Language. A certificate in or a diploma in one of the approved subject areas, gained after not less than two years' full-time study (or a period of study considered to be equivalent) is also required; or

- 
- (b) At least three subjects at CXC General Proficiency level 1 or 2 including English Language and two subjects at CXC Basic Proficiency level 3 or a combination of both CXC Basic Proficiency level 1 and General Proficiency level 3. A certificate in or a diploma in one of the approved subject areas, gained after not less than two years' full-time study (or a period of study considered to be equivalent) is also required; or
- (c) A qualified teacher with a certificate or a diploma in one of the approved subject areas, gained after a course of study of not less than one year's study at a recognized institution.

Advancement beyond the Qualification Bar is permitted at the due time:

- (i) on the successful completion of an advanced teachers' training course of not less than one year's duration in the approved subject area referred to in paragraphs (a), (b) and (c); and the attainment of not less than eight years' experience; or
- (ii) on the acquisition of the Higher National Diploma or the Higher National Certificate, and the attainment of not less than three years' relevant experience after acquiring the qualification; or
- (iii) on the attainment of not less than three years' relevant experience, and
- (A) the acquisition of the Associateship of the Royal College of Music and the Special Teaching Diploma; or
- (B) the acquisition of the Licentiate of the Royal Academy of Music and the Special Diploma of the College; or
- (iv) on the acquisition of the Full Technological Certificate, and

- (A) the attainment of not less than five years' relevant experience; and
- (B) the acquisition of an approved teachers' training certificate gained from a course of study of not less than one year's duration.

4. *Qualified Teacher*

- (a) At least four subjects at CXC General Proficiency level 1 or 2, including English Language and either a teachers' training diploma or a teachers' training certificate; or
- (b) At least three subjects at CXC General Proficiency level 1 or 2 including English Language and two subjects at CXC Basic Proficiency level 3 or a combination of both CXC Basic Proficiency level 1 and General Proficiency level 3. A teachers' training diploma or a teachers' training certificate is also required.

5. *Teacher*

- (a) At least four subjects at CXC General Proficiency level 1 or 2, including English Language; or
- (b) At least three subjects at CXC General Proficiency level 1 or 2 including English Language and two subjects at CXC Basic Proficiency level 3 or a combination of both CXC Basic Proficiency level 1 and General Proficiency level 3.

6. *Supervisor, Nursery*

A Basic Child Care Certificate and not less than three years' relevant experience.

7. *Nursery Assistant*

A Basic Child Care Certificate.

8. *Technical Assistant*

- (a) An associate degree in Mechanical and in Electrical Engineering; or

(b) Level II of the City and Guilds in Electronics.

In either case, not less than two years' relevant experience.

(iv) HEALTH CENTRES AND POLYCLINICS

1. *Medical Officer of Health*

A Fully Registered Medical Practitioner with a diploma in Public Health.

2. *Assistant Medical Officer of Health*

A Fully Registered Medical Practitioner.

3. *Clinical Medical Officer (S5)*

(a) A Fully Registered Medical Practitioner with the qualification of Doctor of Medicine in Family Medicine; and not less than five years' professional experience; or

(b) Not less than fifteen years' experience as a General Medical Practitioner; or

(c) Not less than ten years' professional experience as a General Medical Practitioner; and a relevant minor qualification, preferably in family medicine or any other minor qualification approved by the Chief Medical Officer.

4. *Clinical Medical Officer (S6)*

(a) A Fully Registered Medical Practitioner with the qualification of Doctor of Medicine in Family Medicine; or

(b) A Fully Registered Medical Practitioner with not less than seven years' professional experience; and a relevant minor qualification, preferably in family medicine or any other minor qualification approved by the Chief Medical Officer; or

(c) Not less than ten years' experience as a General Medical Practitioner.

5. *Clinical Medical Officer (S7)*

A Fully Registered Medical Practitioner with not less than three years' professional experience; and a minor qualification preferably in Family Medicine or any other minor qualification approved by the Chief Medical Officer.

6. *Clinical Medical Officer (S8)*

A Fully Registered Medical Practitioner with not less than two years' professional experience.

7. *Clinical Medical Officer (Z3-1)*

A Fully Registered Medical Practitioner.

8. *Fumigating Hand*

A primary education.

## (v) HILLSIDE HOME

1. *Supervisor*

A Registered Nurse with not less than five years' relevant experience.

2. *Assistant Supervisor*

An Enrolled Nursing Assistant with not less than three years' relevant experience.

## (vi) NATIONAL NUTRITION DEPARTMENT

1. *Nutrition Officer*

(a) A postgraduate qualification in Nutrition and not less than three years' relevant experience; or

(b) A degree in Nutrition and not less than five years' relevant experience.

2. *Assistant Nutrition Officer*

A degree in Nutrition and not less than two years' relevant experience.

3. *Community Nutrition Officer I*

A diploma in Community Nutrition and not less than three years' experience as Community Nutrition Officer II.

Advancement at the due time or appointment beyond the Qualification Bar is permitted on the acquisition of a degree in Dietetics or a diploma in Dietetics; and not less than three years' relevant experience.

4. *Community Nutrition Officer II*

(a) Recruitment of suitable public officers with not less than three years' experience; or

(b) A diploma in Community Nutrition.

5. *Community Health Aide*

A primary education.

## (vii) GERIATRIC HOSPITAL

*Hospital Manager*

A postgraduate qualification in Hospital Administration; and not less than five years' experience in a senior executive or administrative position.

## (viii) NURSING SERVICE

1. *Chief Nursing Officer*

(a) A Registered Nurse with a degree in Nursing Administration and not less than eight years' experience in Nursing Administration; or

(b) A Registered Nurse with not less than ten years' experience in Nursing Administration at a senior level; and appropriate training and qualifications in different aspects of Nursing Administration.

2. *Chief Public Health Nurse*

A Registered Nurse who is also a Registered Midwife and who holds the Health Visitor's Certificate of the Royal Society of Health or equivalent qualifications. Not less than seven years' relevant experience in Public Nursing or Midwifery is required.

3. *Deputy Chief Public Health Nurse*

A Registered Nurse who is also a Registered Midwife and who holds the Health Visitor's Certificate of the Royal Society of Health or equivalent qualifications. Not less than five years' relevant experience in Public Nursing or Midwifery is required.

4. *Matron, Queen Elizabeth Hospital*

A Registered Nurse who is also a Registered Mental Nurse with

(a) a diploma in or a certificate in either advanced Nursing Administration or Hospital Administration; and

(b) not less than five years' experience in a senior nursing post.

5. *Assistant Matron, Queen Elizabeth Hospital*

A Registered Nurse who is also a Registered Mental Nurse with

(a) an approved diploma in or a certificate in any of the following: Ward Administration, Nursing Administration or Hospital Services Management; and

(b) not less than three years' experience in a senior nursing post.

6. *Principal Tutor*

A degree in Nursing Education and not less than five years' relevant experience.

7. *Senior Tutor*

A degree in Nursing Education and not less than three years' relevant experience.



8. *Tutor*

A Registered Nurse with a qualification in Nursing Education; and not less than seven years' relevant experience.

9. *Principal Nursing Officer, Psychiatric Hospital*

A Registered Mental Nurse who is also a Registered Nurse with

(a) a diploma in or a certificate in either advanced Nursing Administration or Hospital Administration; and

(b) not less than five years' experience in a senior nursing post.

10. *Deputy Principal Nursing Officer, Psychiatric Hospital*

A Registered Mental Nurse who is also a Registered Nurse with

(a) an approved diploma in or certificate in any of the following: Ward Administration, Nursing Administration or Hospital Services Management; and

(b) not less than three years' experience in a senior nursing post.

11. *Principal Nursing Officer, Geriatric Hospital*

A Registered Nurse who is also a Registered Mental Nurse with

(a) an approved diploma in or certificate in any of the following: Ward Administration, Nursing Administration or Hospital Services Management; and

(b) not less than three years' experience in a senior nursing post.

12. *Senior Sister/Senior Nursing Officer/Principal Nursing Officer*

(a) A Registered Nurse, Registered Midwife or Registered Mental Nurse with

- (i) a diploma in or a certificate in any of the following: Ward Administration, Nursing Administration, Hospital Administration (Nursing) or Health Services Management (International); and
    - (ii) not less than three years' experience at the level of Nursing Officer; or
  - (b) A Registered Nurse, Registered Midwife or Registered Mental Nurse with
    - (i) a degree in Public Administration, Business Administration or Management Studies; and
    - (ii) not less than three years' experience at the level of Nursing Officer.
13. *Senior Health Sister/Senior Nursing Officer (Public Health)/Senior Community Health Sister*
- (a) A Registered Nurse or a Registered Midwife with
    - (i) a degree in Public Administration, Business Administration or Management Studies; and
    - (ii) not less than three years' experience at the level of Nursing Officer; or
  - (b) A Registered Nurse with or a Registered Midwife with a certificate in Community Health. Not less than three years' experience at the level of Nursing Officer is required.
14. *Senior Sister/Senior Nursing Officer (Psychiatric Hospital)*
- (a) A Registered Mental Nurse who is also a Registered Nurse with not less than three years' experience at the level of Nursing Officer, and who has

- (i) an approved diploma in or certificate in Ward Administration, Nursing Administration or Hospital Administration (Nursing); or
    - (ii) a diploma in Health Services Management (International); or
  - (b) A Registered Mental Nurse who is also a Registered Nurse with
    - (i) a degree in Public Administration, Business or Management Studies; and
    - (ii) not less than three years' experience at the level of Nursing Officer.
15. *Sister/Nursing Officer (Other than Mental Hospital)*
- A Registered Nurse, Registered Midwife or Registered Mental Nurse with not less than five years' relevant experience.
16. *Sister/Nursing Officer (Psychiatric Hospital)*
- A Registered Mental Nurse, who should preferably be a Registered Nurse, with not less than five years' relevant experience.
17. *Health Sister/Community Health Sister*
- A Registered Nurse who is also a Registered Midwife with a certificate in Community Health or with equivalent qualifications.
18. *Staff Nurse*
19. *Male Nurse*
20. *Nurse*
- A Registered Nurse or a Registered Mental Nurse, whichever is appropriate.

21. *Special Nurse I*

A Registered Midwife with not less than five years' relevant experience.

22. *Special Nurse II*

A Registered Midwife.

23. *Nursing Assistant I*

An Enrolled Nursing Assistant with not less than five years' relevant experience.

24. *Nursing Assistant II*

An Enrolled Nursing Assistant.

25. *Supervisor (St. Andrew's Children's Home)*

A Registered Nurse or a Registered Mental Nurse with

(a) a certificate in social work and a diploma in social work or in sociology; or

(b) a certificate in Sociology and a diploma in social work or in sociology; or

(c) a degree in Social Work or in Sociology; or

(d) special training in the care of the handicapped.

In each case, not less than five years' experience in an administrative or a supervisory position is required.

(ix) **AMBULANCE SERVICE**1. *Ambulance Officer*

An approved diploma in or an approved certificate in Paramedic Studies or in Nursing or in another health related discipline. Not less than five years' relevant experience is required.

2. *Assistant Ambulance Officer*

An approved diploma in or an approved certificate in Paramedic Studies or in Nursing or in another health related discipline. Not less than three years' relevant experience is required.

3. *Paramedic Technician*

At least four subjects at CXC General Proficiency level, including English Language and a Science subject. The successful completion of the Emergency Medical Technician Course is required.

## (x) ENVIRONMENTAL ENGINEERING DIVISION

1. *Chief Environmental Engineer*

(a) A postgraduate qualification in Environmental Management;  
or

(b) A postgraduate qualification in Engineering.

In either case, not less than five years' experience in the administration of public health or environmental programmes is required.

2. *Deputy Chief Environmental Engineer*

(a) Not less than three years' relevant experience and,

(i) a postgraduate qualification in Environmental Management; or

(ii) a postgraduate qualification in Engineering; or

(b) Not less than six years' relevant experience and,

(i) a degree in Environmental Management; or

(ii) a postgraduate qualification in Engineering.

3. *Chief Environmental Engineering Assistant*

- (a) A degree in Environmental Science or in a related discipline. Not less than five years' relevant experience is required; or
- (b) The Higher National Diploma in Building or in Civil Engineering. Not less than six years' relevant experience is required; or
- (c) An associate degree in Environmental Health; and not less than ten years' relevant experience; or
- (d) An associate degree in Civil Engineering; and not less than ten years' relevant experience.

4. *Senior Environmental Engineering Assistant*

- (a) An associate degree in Environmental Health; or
- (b) An associate degree in Civil Engineering.

In either case, not less than five years' relevant experience is required.

5. *Environmental Engineering Assistant*

- (a) An associate degree in Environmental Health; or
- (b) An associate degree in Civil or Building Engineering; or
- (c) Level II of the City and Guilds in Civil or in Building Engineering.

In each case, not less than five years' experience in public health is required.

6. *Environmental Inspector I*

- (a) An associate degree in Environmental Health; or
- (b) An associate degree in Civil or Building Engineering; or

- 
- (c) Level II of the City and Guilds in Civil or Building Engineering; or
- (d) At least four subjects at CXC General Proficiency level, including English Language and a Science subject; and not less than four years' relevant experience.
7. *Environmental Inspector II*
- At least four subjects at CXC General Proficiency level, including English Language and a Science subject.
8. *Statistical Assistant*
- At least five subjects at CXC General Proficiency level, including Mathematics; and not less than three years' relevant experience.
9. *Laboratory Technician*
- (a) A certificate from the West Indies Society of Medical Technologists; or
- (b) Successful completion of the Intermediate Examination of the Institute of Medical Laboratory Technology (London).
- (xi) PSYCHIATRIC HOSPITAL
1. *Hospital Director*
- A postgraduate qualification in Hospital Administration; and not less than five years' experience in a management position.
2. *Assistant Hospital Director*
- A postgraduate qualification in Hospital Administration; and not less than five years' relevant experience.
3. *Senior Psychologist*
- A postgraduate degree in Clinical Psychology and not less than five years' experience in the speciality.

4. *Psychologist*

A Master's degree in Clinical Psychology and not less than two years' experience in the speciality.

5. *Psychotherapist*

A Master's degree in Clinical Psychology.

6. *Senior Psychiatric Social Worker*

A degree in Social Work and not less than three years' relevant experience.

7. *Psychiatric Social Worker I*

A certificate in Social Work and not less than three years' relevant experience.

Advancement beyond the Qualification Bar is permitted at the due time on the acquisition of a degree in Social Work.

8. *Psychiatric Social Worker II*

(a) A certificate in Social Work; or

(b) Recruitment of officers in the grade of Clerical Officer, Teacher or Nurse.

9. *E.E.G Technologist*

An approved one-year course in Electro-encephalography.

Advancement beyond the Qualification Bar is permitted on the acquisition of not less than five years' relevant experience and,

(a) a certificate or a diploma from a recognized Association, Board or Institution of E.E.G. Technologists; or

(b) a degree in Physics and Chemistry.



10. *Drug Therapist*

- (a) A Registered Nurse; and
- (b) Appropriate training in the field; and
- (c) Not less than three years' relevant experience.

Advancement beyond the Qualification Bar is permitted

- (i) on becoming a Registered Mental Nurse with appropriate postgraduate training in the field, and on the attainment of not less than five years' work experience in individual and group psychotherapy; or
- (ii) on the acquisition of a first degree in an appropriate discipline and on the acquisition of relevant post-graduate qualifications, and the attainment of not less than three years' work experience.

11. *Senior Storekeeper*

At least four subjects at CXC General Proficiency level, including English Language; and not less than five years' experience in store keeping.

## (xii) QUEEN ELIZABETH HOSPITAL

1. *Hospital Director*

A postgraduate qualification in Hospital Administration; and not less than seven years' relevant experience.

2. *Deputy Hospital Director*

A postgraduate qualification in Hospital Administration; and not less than five years' relevant experience.

3. *Assistant Hospital Director*

A degree in Hospital Administration; and not less than five years' relevant experience.

4. *Manager, Human Resources*

- (a) A postgraduate qualification in Human Resource Management or in a related discipline. Not less than five years' relevant experience is required; or
- (b) A degree in Human Resource Management or in a related discipline. Not less than seven years' relevant experience is required.

In either case, knowledge of the laws, practice and procedures relating to public service personnel is required.

5. *Assistant Manager, Human Resources*

- (a) A postgraduate qualification in Human Resource Management or in a related discipline. Not less than three years' relevant experience is required; or
- (b) A degree in Human Resource Management or in a related discipline. Not less than five years' relevant experience is required.

In either case, knowledge of the laws, practice and procedures relating to public service personnel is required.

6. *Chief Telephone Operator*

At least four subjects at CXC General Proficiency level; and not less than three years' experience as a Senior Telephone Operator.

7. *Senior Telephone Operator*

At least four subjects at CXC General Proficiency level; and not less than two years' relevant experience.

8. *Microbiologist (Medical)*

A Registered Medical Practitioner with

- (a) a diploma in Clinical Pathology;
- (b) a diploma in Bacteriology; or

(c) membership of the Royal College of Pathologists.

In each case, not less than two years' supervisory experience in a clinical laboratory is required.

9. *Consultant (Non-Medical)*

Membership of the Royal College of Pathologists; and not less than three years' experience as a Senior Biochemist.

10. *Microbiologist I*

A postgraduate qualification in Microbiology; and not less than ten years' relevant experience.

11. *Microbiologist II*

A degree in Microbiology.

Automatic advancement beyond the Qualification Bar is permitted on the acquisition of a postgraduate qualification in Microbiology.

12. *Hospital Infection Control Officer*

An approved nursing qualification; and training in Epidemiology and infection control techniques.

13. *Physicist I*

A postgraduate qualification in Physics and not less than five years' relevant experience.

14. *Physicist II*

A degree in Physics and not less than two years' relevant experience.

Automatic advancement beyond the Qualification Bar is permitted on the acquisition of a postgraduate qualification in Radiation Physics.

15. *Senior Biochemist*

Membership of the Royal College of Pathologists; and not less than ten years' relevant experience.

16. *Biochemist I*

A postgraduate qualification in Biochemistry; and not less than five years' relevant experience.

17. *Biochemist II*

A degree in Biochemistry and not less than two years' relevant experience.

Automatic advancement beyond the Qualification Bar is permitted on the acquisition of a postgraduate qualification in Biochemistry.

18. *Chief Physiotherapist*

(a) A relevant postgraduate diploma or a postgraduate degree; and not less than five years' experience as a Physiotherapist; or

(b) A degree in or a diploma in Physiotherapy; and not less than seven years' experience after qualifying.

19. *Senior Physiotherapist*

A degree in or a diploma in Physiotherapy; and not less than two years' relevant experience would be an asset.

20. *Radioisotope Technician*

(a) Membership of the Society of Radiographers. Experience in Radioisotope work is required. A knowledge of electronic equipment would be an asset; or

(b) A Science degree with Physics or Chemistry as a major.

Automatic advancement beyond the Qualification Bar is permitted on possession of the Fellowship of the Society of Radiographers or a postgraduate degree in or a postgraduate diploma in a branch of Physics or Chemistry applicable to radiation measurement and analysis.

21. *Senior Radiographer*

The Higher Diploma of the College of Radiographers; and not less than five years' experience as a Radiographer.

22. *Radiographer*

A Diploma of the College of Radiographers or any other approved qualification in Radiography and Radiotherapy.

Automatic advancement beyond the Qualification Bar is permitted on the acquisition of a higher diploma in Radiography or the Teachers Diploma of the College of Radiographers.

23. *Chief Laboratory Technologist*

A Fellowship in Medical Laboratory Technology; and not less than ten years' experience as a Senior Laboratory Technologist.

24. *Senior Laboratory Technologist*

A Fellowship in Medical Laboratory Technology; and not less than five years at the level of Laboratory Technologist.

25. *Senior Cardiac Technologist*

(a) The Higher National Certificate; and not less than eight years' experience in a cardiac laboratory after acquiring the certificate; or

(b) The Higher National Certificate,

(i) fellowship of the Institute of Medical Laboratory Science; and

(ii) not less than five years' experience in a cardiac laboratory after acquiring the certificate.

26. *Cardiac Technologist*

(a) The Diploma of Medical Technology of the West Indies Society of Medical Technologists; or

- (b) Associateship of the Institute of Medical Laboratory Technology (London).

Automatic advancement beyond the Qualification Bar is permitted on the acquisition of a recognized Fellowship in Medical Technology.

27. *Cardiac Technician*

An associate degree in Medical Laboratory Technology.

28. *Trainee Cardiac Technician*

At least five subjects at CXC General Proficiency level, including English Language, Mathematics, Biology and either Physics or Chemistry.

29. *Cyto-Technologist*

A diploma in Cyto-technology.

Automatic advancement beyond the Qualification Bar is permitted on the acquisition of a degree in Biology or Nursing or in another related discipline.

30. *Trainee Cyto-Technologist*

At least five subjects at CXC General Proficiency level, including English Language, Mathematics, Chemistry and one other Science subject.

31. *Theatre Manager*

- (a) A Registered Nurse who is also a Registered Mental Nurse with a degree in Hospital Administration (Nursing), in Nursing Administration or in a related discipline. Not less than three years' experience at the level of Sister is required; or

- (b) A Registered Nurse who is also a Registered Mental Nurse with a certificate in Management; and not less than five years' experience at the level of Sister.

32. *Orthoptist*

The Diploma of the British Orthoptic Board.

33. *Orthopaedic Appliance Technician*

Training in orthotic and prosthetic technology from a recognized institution; and not less than three years' relevant experience.

34. *Assistant Orthopaedic Appliance Technician*

(a) Training in Craft Theory; or

(b) Experience in the making and repairing of orthopaedic appliances.

35. *Senior Blood Collecting Technician*

(a) A qualified Staff Nurse with training in blood collecting techniques; or

(b) A trained Laboratory Technician with training in blood collecting techniques.

In either case, not less than three years' experience is required.

36. *Blood Collecting Technician*

(a) A qualified Staff Nurse with training in blood collecting techniques; or

(b) A trained Laboratory Technician with training in blood collecting techniques.

37. *Hospital Pharmacist*

A degree in Pharmacy, preferably with specialization in Hospital Pharmacy Administration; and not less than three years' experience in the administration of pharmaceutical services.

38. *Senior Perfusionist*

A Board certified Perfusionist and not less than five years' experience as a Perfusionist.

39. *Perfusionist*

- (a) A certificate in Perfusion Technology from a recognized Board or Institution; or
- (b) a programme of study in Perfusion Technology.

40. *Trainee Perfusionist*

- (a) An associate degree in Nursing; or
- (b) An associate degree in Laboratory Technology; or
- (c) An associate degree in any other area of the Health Sciences.

In each case, not less than five years' experience in the area after qualifying is required.

41. *Perfusionist Aide*

At least four subjects at CXC General Proficiency level, including English Language and a Science subject.

42. *Anaesthetic Aide*

A secondary education and successful completion of Part I of the Queen Elizabeth Hospital In-service Anaesthetic Aides and Operating Theatre Technician Certificate.

Advancement beyond the Qualification Bar is permitted on the successful completion of Part II of the Certificate.

43. *Warden, Nurses' Home*

A secondary education and not less than three years' experience in the supervision of domestic staff.

44. *Staff Development Officer*

- (a) A degree in a health related discipline; and not less than three years' relevant experience; or
- (b) A Registered Nurse with a qualification in Nursing Education; and not less than seven years' relevant experience.



45. *Storeman*

A primary education. Previous experience in storekeeping would be an asset.

46. *Store Porter*

A primary education. Previous experience in storekeeping would be an asset.

47. *Senior Stoker*

A primary education and not less than five years' relevant experience. The ability to supervise subordinates is required.

48. *Stoker*

A primary education and not less than three years' relevant experience.

49. *Senior Sewerage Attendant*

A primary education and not less than five years' relevant experience. The ability to supervise subordinates is required.

50. *Sewerage Plant Attendant*

A primary education.

51. *Plant Attendant (CVI)*

A primary education and not less than three years' relevant experience.

52. *Ward Clerk*

At least four subjects at CXC General Proficiency level, including English Language.

53. *Departmental Aide*

A secondary education.

54. *Technical Officer I*

A degree in Engineering and not less than four years' relevant experience after qualifying.

55. *Technical Officer II*

A degree in Engineering.

56. *Hospital Engineer*

An Associate of the Institute of Hospital Engineers.

Advancement beyond the Qualification Bar is permitted on the possession of full membership of the Institute of Hospital Engineers.

57. *Electrician*

The Electrical Wireman's licence and not less than ten years' relevant experience.

58. *Fitter/Welder (C I)*

Not less than ten years' experience as a first-class tradesman in the relevant trade. The possession of a City and Guilds Certificate at Intermediate level shall count in lieu of three years' experience and a certificate at Final level in lieu of six years' experience. The ability to supervise subordinates is required.

59. *Superintendent of Works*

(a) An associate degree in Building or Civil Engineering; and not less than five years' relevant experience. Evidence of supervisory ability is required; or

(b) Not less than ten years' experience as a first-class tradesman in the relevant trade or in road or in building construction. The possession of a City and Guilds Certificate at Intermediate level shall count in lieu of three years' experience and possession of a Final level certificate shall count in lieu of six years' experience.

60. *Foreman*

- (a) An associate degree in Building or Civil Engineering; and not less than three years' relevant experience; or
- (b) Not less than ten years' experience as a first class tradesman in the relevant trade or in road or in building construction. The possession of a City and Guilds Certificate at Intermediate level shall count in lieu of three years' experience and possession of a Final level certificate shall count in lieu of six years' experience; or
- (c) CXC General Proficiency level Certificates in English Language and either Mathematics or a Science subject; and not less than three years' experience in road or in building construction or in the required trade.

## (xiii) AIDS HOSTEL

1. *Home Supervisor*

A Registered Nurse with not less than five years' relevant experience.

2. *Assistant Home Supervisor*

An Enrolled Nursing Assistant with not less than five years' relevant experience.

3. *Health Aide*

A complete secondary education and training in an area of health care, approved by the Chief Medical Officer.

## (xiv) HIV/AIDS DIVISION

1. *Programme Coordinator*

A degree in Social Science, preference will be given to candidates with a background in health care. Not less than five years' relevant experience is required.

2. *Hotline Manager*

CXC Basic Proficiency level certificate in English Language or English Literature. Candidates may be required to take a general knowledge test.

## (xv) ENVIRONMENTAL SANITATION UNIT

1. *Jackhammer Operator*2. *Assistant Jackhammer Operator*

A primary education.

## (35) HOME AFFAIRS

1. *Director of Communications*

(a) A postgraduate qualification in Mass Communications; and not less than five years' relevant experience; or

(b) A degree and not less than ten years' relevant experience, five of which must be in a senior position.

2. *Director of Emergency Services*

(a) A degree in Disaster Management or in a related discipline. Not less than seven years' working experience in disaster management or in a disciplined force is required; or

(b) Not less than ten years' working experience in disaster management; and evidence of relevant specialized training.

3. *Deputy Director of Emergency Services*

(a) A degree in Disaster Management or a related discipline. Not less than five years' working experience in disaster management or in a disciplined force is required; or

(b) Not less than seven years' working experience in disaster management and evidence of relevant specialized training.

4. *Programme Officer*

- (a) A degree in Disaster Management or in a related discipline;  
or
- (b) Not less than five years' experience in disaster management and evidence of relevant specialized training.

5. *Buildings Officer*

The Higher National Diploma in or the Higher National Certificate in Civil and Building Engineering or in a related discipline. Not less than eight years' relevant experience is required.

6. *Maintenance Officer*

Level II of the City and Guilds in Civil and Building Engineering; and not less than five years' relevant experience.

7. *Forensic Pathologist*

A Fully Registered Medical Practitioner with an approved post-graduate qualification in the appropriate speciality from a recognized institution; and not less than four years' relevant experience.

8. *Laboratory Technologist*

- (a) The Diploma of Medical Technology of the West Indies Society of Medical Technologists; or
- (b) Associateship of the Institute of Medical Laboratory Technology (London); or
- (c) An associate degree in Laboratory Technology.

Automatic advancement beyond the Qualification Bar is permitted on the acquisition of a recognized Fellowship in Medical Technology.

9. *Laboratory Technician*

- (a) A certificate from the West Indies Society of Medical Technologists; or
- (b) Successful completion of the Intermediate Examination of the Institute of Medical Laboratory Technology (London); or
- (c) An associate degree in Laboratory Technology.

(36) **HOUSING**

## (i) GENERAL

1. *Housing Development Officer*

A professionally qualified Architect, Engineer, Land Surveyor or Town Planner. Not less than six years' relevant experience is required.

2. *Chief Housing Planner*

Professional or academic qualifications in Architecture, in Engineering or in a related discipline. Not less than five years' relevant experience in Physical Planning after graduating is required. Experience in statistical and socio-economic research would be an asset.

3. *Senior Housing Planner*

- (a) A postgraduate qualification in Geography, in Economics, in Physical Planning or in a related discipline. Not less than two years' relevant experience is required; or
- (b) A degree in Geography, in Economics, in Physical Planning or in a related discipline. Not less than three years' experience at the level of Housing Planner I or a related grade is required.

4. *Housing Planner I*

- (a) A postgraduate qualification in Geography, in Economics, in Physical Planning or in a related discipline. Not less than one year's relevant experience is required; or
- (b) A degree in Geography, in Economics, in Physical Planning or in a related discipline. Not less than three years' relevant experience is required.

5. *Housing Planner II*

A degree in or an appropriate professional qualification in Geography, Economics, Physical Planning or in a related discipline.

6. *Senior Technical Assistant*

Level II of the City and Guilds in Civil Engineering or Building Engineering; and not less than five years' relevant experience.

7. *Technical Assistant*

Level II of the City and Guilds in Civil Engineering or Building Drawing.

8. *Chief Property Manager*

- (a) A degree in Estate Management or in a related discipline; or
- (b) A diploma in Estate Management or in a related discipline; and
- (c) Associateship of the Royal Institute of Chartered Surveyors (ARICS); or
- (d) Associateship of the Incorporated Society of Valuers and Auctioneers (ASVA).

In each case, not less than seven years' relevant experience is required.

9. *Senior Property Manager*

- (a) A degree in Estate Management or in a related discipline; or
- (b) A diploma in Estate Management or in a related discipline; and
- (c) Associateship of the Royal Institute of Chartered Surveyors (ARICS); or
- (d) Associateship of the Incorporated Society of Valuers and Auctioneers (ASVA).

In each case, not less than five years' relevant experience is required.

10. *Property Manager*

- (a) A diploma in Land Economy and Valuation Surveying from the University of Technology in Jamaica; or
- (b) Completion of the final Part I Examination of the Incorporated Society of Valuers and Auctioneers; or
- (c) Completion of the Intermediate Examination of the Royal Institute of Chartered Surveyors.

In each case, not less than two years' relevant experience is required.

11. *Assistant Property Manager*

An associate degree in Estate Management, in Land Economy or in a related discipline. Not less than three years' relevant experience is required.

12. *Maintenance Supervisor II*

- (a) Level II of the City and Guilds in Civil Engineering and not less than seven years' relevant experience in building; or



- (b) Level II of the City and Guilds in Building Technology; and not less than seven years' relevant experience in building; or
- (c) Not less than fifteen years' experience in building construction as a first-class tradesman. Proven ability to supervise subordinates is required.

13. *Terrier Officer*

At least four subjects at CXC General Proficiency level, one of which must be Mathematics, Geography or Drawing. Not less than three years' relevant experience is required.

14. *Supervisor Investigator*

At least four subjects at CXC General Proficiency level, one of which must be Mathematics. Demonstrated ability to supervise the work of subordinates as well as previous experience in statistics is required.

15. *Research Investigator*

At least four subjects at CXC General Proficiency level, including English Language.

16. *Programme Officer I*

A degree in Accounting, Finance, Management or Economics. Not less than three years' relevant experience is required.

17. *Programme Officer II*

A degree in Accounting, Finance, Management or Economics.

18. *Marketing Research Officer*

A degree in Marketing, in Economics, in Management or in a related discipline. Not less than three years' relevant experience is required.

## (ii) LEGAL UNIT

1. *Chief Legal Officer*

An Attorney-at-Law of not less than seven years' standing.

2. *Principal Legal Officer/Principal Crown Counsel*

An Attorney-at-Law of not less than seven years' standing.

3. *Senior Legal Officer*

An Attorney-at-Law of not less than five years' standing.

4. *Legal Officer*

An Attorney-at-Law.

5. *Principal Legal Assistant*

A certificate in Para-legal Studies and not less than three years' experience at the level of Senior Legal Assistant.

6. *Senior Legal Assistant*

(a) A certificate in Para-legal Studies and not less than three years' experience at the level of Legal Assistant; or

(b) Not less than five years' experience at the level of Legal Assistant or the level of Senior Clerk in a legal department.

7. *Legal Assistant*

A certificate in Para-legal Studies and not less than three years' relevant experience.

## (37) IMMIGRATION DEPARTMENT

1. *Chief Immigration Officer*

A degree (preferably in Social Science or in Law) and not less than seven years' experience in administration (preferably immigration administration).

2. *Deputy Chief Immigration Officer*

A degree (preferably in Social Science or in Law) and not less than five years' experience in administration (preferably immigration administration) is required.

3. *Assistant Chief Immigration Officer*

(a) A degree (preferably in Social Science or in Law) and not less than three years' experience in administration (preferably immigration administration); or

(b) Recruitment of officers at the level of Senior Immigration Officer or a related grade. Not less than five years' experience in administration (preferably immigration administration) is required.

4. *Senior Immigration Officer*

(a) A degree (preferably in Social Science or Law) and not less than two years' experience in administration (preferably immigration administration); or

(b) Recruitment of officers at the level of Immigration Officer I or a related grade. Not less than five years' relevant experience is required.

5. *Immigration Officer I*

(a) A degree preferably in Social Science or Law; or

(b) Recruitment of officers at the level of Immigration Officer II with not less than five years' experience in that grade. Successful completion of an Immigration Officers' course is required.

6. *Immigration Officer II*

(a) A diploma in Management, in Computer Science or in a foreign language. Not less than three years' relevant experience is required; or

(b) Recruitment of officers at the level of Immigration Officer III with not less than five years' experience in that grade. Successful completion of an Immigration Officers' course is required.

7. *Immigration Officer III*

At least four subjects at CXC General Proficiency level, including English Language. Preference will be given to persons with a foreign language.

8. *Data Processing Officer*

A degree in Computer Science, in Management Information Systems or in a related discipline. Not less than two years' relevant experience is required.

9. *Assistant Data Processing Officer*

(a) A diploma in Computer Science and not less than one year's relevant experience; or

(b) Not less than two years' relevant experience, and

(i) a degree; and

(ii) training in Management Information Systems.

**(38) INLAND REVENUE DEPARTMENT**1. *Commissioner*

(a) A degree in Accounting; or

(b) A professional qualification in Finance or Management; or

(c) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados.

In each case, not less than eight years' experience in a senior executive or accounting position is required.

2. *Deputy Commissioner*

(a) A degree in Accounting; or

(b) A professional qualification in Finance or Management; or

- (c) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados.

In each case, not less than five years' experience in a senior executive or accounting position is required.

3. *Professional Accountant*

A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than three years' relevant experience.

4. *Assistant Commissioner*

- (a) A degree in Accounting, in Finance or in Management. Not less than three years' relevant experience in a senior position is required; or

- (b) Completion of Level IV of the Certified General Accountants' Association programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados. Not less than five years' relevant experience is required.

5. *Principal Inspector*

- (a) A degree in Accounting, in Finance or in Management. Not less than three years' relevant experience is required; or

- (b) Completion of Level IV of the Certified General Accountants' Association programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados. Not less than five years' relevant experience is required.

6. *Senior Data Processing Officer*

A degree in Computer Science, in Management Information Systems or in a related discipline. Not less than five years' relevant experience is required.

7. *Senior Inspector*

- (a) A degree with a major in Accounting; and not less than five years' experience in Accounting; or
- (b) A diploma in Accounting; and not less than five years' experience in Accounting; or
- (c) An associate degree with a major in Accounting; and not less than five years' experience in Accounting; or
- (d) Completion of Level IV of the Certified General Accountants' Association programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados. Not less than three years' experience in Accounting is required; or
- (e) Recruitment of officers at the level of Accountant after certification on the successful completion of an approved specialized Government Accounting programme. Not less than ten years' relevant experience in Accounting is required.

8. *Senior Internal Auditor*

- (a) A degree in Accounting; or
- (b) Completion of the Certificate level of the ACCA programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados. Not less than three years' relevant experience is required.

9. *Data Processing Officer*

A degree in Computer Science, in Management Information Systems or in a related discipline. Not less than two years' relevant experience is required.

10. *Inspector*

- (a) A degree with a major in Accounting; and not less than one year's relevant experience in Accounting; or

- (b) A diploma in Accounting; and not less than five years' experience in Accounting; or
- (c) An associate degree with a major in Accounting; and not less than five years' experience in Accounting; or
- (d) Recruitment of officers at the level of Tax Officer after certification on the successful completion of an approved specialized Government Accounting programme. Not less than eight years' relevant experience in Accounting is required; or
- (e) Completion of Level III of the Certified General Accountants' Association programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados. Not less than three years' experience in Accounting is required.

11. *Tax Officer*

- (a) A diploma in Accounting; and not less than two years' experience in Accounting; or
- (b) an associate degree with a major in Accounting; and not less than two years' experience in Accounting; or
- (c) An "A" Level certificate or an equivalent certificate in Accounting. Not less than three years' experience in Accounting is required; or
- (d) An "A" Level certificate or a certificate of an equivalent level in an area other than Accounting; and
  - (i) not less than three years' experience in Accounting; and
  - (ii) successful completion of an approved Government Accounting programme; or
- (e) Recruitment of Clerical Officers after certification on the successful completion of an approved specialized Government Accounting programme. Not less than three years' experience in Accounting is required.

12. *Legal Assistant*

A certificate in Para-legal studies; and not less than three years' relevant experience.

13. *Attendant*

A secondary education.

**(39) INTERNATIONAL BUSINESS**1. *Director*

(a) A postgraduate qualification in Finance, Accounting, Business Administration or in Law. Not less than eight years' relevant experience is required; or

(b) A degree in Finance, Accounting, Business Administration or in Law. Not less than ten years' relevant experience is required.

2. *Deputy Director*

(a) A postgraduate qualification in Finance, Accounting, Business Administration or in Law. Not less than five years' relevant experience is required; or

(b) A degree in Finance, Accounting, Business Administration or in Law. Not less than seven years' relevant experience is required.

3. *Senior Business Development Officer*

A degree in Management, in Economics or in Accounting. Not less than three years' relevant experience is required.

4. *Business Development Officer*

A degree in Management, Economics or Accounting.



**(40) INTERNATIONAL TRANSPORT**

1. *Chief Technical Officer*
  - (a) A postgraduate qualification in Aviation Management, Economics, Management, Accounting or in Law (including International Law). Not less than five years' relevant experience at management level is required; or
  - (b) A degree in Aviation Management, Economics, Management, Accounting or in Law (including International Law). Not less than seven years' relevant experience at management level is required.
2. *Deputy Chief Technical Officer*
  - (a) A postgraduate qualification in Aviation Management, Economics, Management, Accounting or in Law (including International Law). Not less than three years' relevant experience at management level is required; or
  - (b) A degree in Aviation Management, Economics, Management, Accounting or in Law (including International Law). Not less than five years' relevant experience at management level is required.
3. *Senior Research Officer*
  - (a) A postgraduate qualification in Aviation Management, Economics or Social Science. Not less than two years' relevant experience is required; or
  - (b) A degree in Aviation Management, Economics or Social Science. Not less than three years' relevant experience is required.
4. *Research Officer I*
  - (a) A postgraduate qualification in Aviation Management, Economics or Social Science. Not less than one year's relevant experience is required; or
  - (b) A degree in Aviation Management, Economics or Social Science. Not less than two years' relevant experience is required.

5. *Research Officer II*

A degree in Aviation Management, Economics or Social Science.

6. *Shipping Superintendent*

(a) A degree in Maritime Studies and not less than four years' relevant experience; or

(b) A degree and not less than six years' experience at a maritime organization.

7. *Assistant Shipping Superintendent*

(a) A degree in Maritime Studies; or

(b) A degree and not less than four years' experience at a maritime organization.

**(41) LABOUR****(i) GENERAL ADMINISTRATION**1. *Chief Research and Planning Officer*

A postgraduate qualification in Economics; and not less than seven years' experience in a field related to labour market information analysis and manpower planning or manpower research.

2. *Assistant Chief Research and Planning Officer*

A postgraduate qualification in Public Administration or in a related discipline. Not less than five years' relevant experience is required. Specialized training or experience in the field of job analysis and manpower planning or manpower research is also required.

3. *Social Policy Planner*

A postgraduate qualification in Sociology or Social Planning. Not less than three years' relevant experience is required.

4. *Labour Economist*

A degree in Economics with at least one course in Labour Economics.

5. *Field Investigator*

- (a) At least five subjects at CXC General Proficiency level, including English Language;
- (b) Recruitment of Clerical Officers with not less than three years' experience in that grade.

In either case, computer literacy and a working knowledge of statistical methods and techniques are required.

## (ii) LABOUR DEPARTMENT

1. *Chief Labour Officer*

- (a) A degree in Labour Administration, Industrial Relations or Human Resource Management. Not less than five years' experience in a senior management position is required; or
- (b) Not less than five years experience in a senior management position and,
  - (i) a degree; and
  - (ii) a postgraduate qualification in Industrial Relations or in Human Resource Management.

2. *Deputy Chief Labour Officer*

- (a) A degree in Labour Administration, Industrial Relations or in Human Resource Management. Not less than three years' experience in a senior management position is required; or
- (b) Not less than three years experience in a senior management position, and
  - (i) a degree; and
  - (ii) a postgraduate qualification in Industrial Relations or in Human Resource Management.

3. *Assistant Chief Labour Officer*

A degree in Industrial Relations or in Human Resource Management. Not less than five years' relevant experience is required.

4. *Senior Labour Officer*

A degree in Industrial Relations or in Human Resource Management. Not less than three years' relevant experience is required.

5. *Labour Officer I*

(a) A degree in Industrial Relations or in Human Resource Management; or

(b) Not less than three years' experience in the grade of Labour Officer II and successful completion of a stipulated Labour Officer's training course.

6. *Labour Officer II*

At least two "A" Level certificates and not less than three years' relevant experience.

7. *Senior Factory Inspector*

(a) A degree in Natural Science, in Social Science, in Environmental Science, in Health Science, in Occupational Safety and Health or in Engineering. Not less than three years' relevant experience is required; or

(b) A certificate in Occupational Safety and Health from a recognized institution; and not less than five years' relevant experience.

8. *Factory Inspector*

A degree in Natural Science, Social Science, Environmental Science or Health Science.

**(42) LAND REGISTRY**1. *Commissioner of Titles*

An Attorney-at-Law of not less than ten years' standing.

2. *Registrar of Titles*

An Attorney-at-Law of not less than seven years' standing.

3. *Deputy Registrar of Titles*  
An Attorney-at-Law of not less than five years' standing.
4. *Senior Registration Officer*  
An Attorney-at-Law of not less than five years' standing.
5. *Registration Officer*  
An Attorney-at-Law.
6. *Assistant Registrar*  
A certificate in Para-legal Studies and not less than six years' experience at the level of Senior Legal Assistant.
7. *Senior Legal Assistant*
  - (a) A certificate in Para-legal Studies and not less than three years' experience at the level of Legal Assistant; or
  - (b) Not less than five years' experience at the level of Legal Assistant or at the level of Senior Clerk in a legal department.
8. *Legal Assistant*  
A certificate in Para-legal Studies and not less than three years' experience in a legal department.
9. *Senior Machine Operator*
  - (a) An associate degree in computer studies and not less than one year's relevant experience; or
  - (b) At least four subjects at CXC General Proficiency level, including English Language and Typewriting at 35 w.p.m; and not less than three years' relevant experience.
10. *Vault attendant*  
A secondary education.

**(43) LAND TAX DEPARTMENT**1. *Commissioner*

Associate membership of one of the following professional bodies:

- (a) the Royal Institute of Chartered Surveyors (General Practice Section) (RICS);
- (b) the Incorporated Society of Valuers and Auctioneers (SVA);
- (c) the Rating and Valuation Association (RVA);
- (d) the Accredited Appraiser Canadian Institute (AACI).

In each case, not less than nine years' relevant experience is required.

2. *Deputy Commissioner*

Associate Membership of one of the following professional bodies:

- (a) the Royal Institute of Chartered Surveyors (General Practice Section) (RICS);
- (b) the Incorporated Society of Valuers and Auctioneers (SVA);
- (c) the Rating and Valuation Association (RVA);
- (d) the Accredited Appraiser Canadian Institute (AACI).

In each case, not less than seven years' relevant experience is required.

3. *Supervising Valuer*

Associate Membership of one of the following professional bodies:

- (a) the Royal Institute of Chartered Surveyors (General Practice Section) (RICS);

- (b) the Incorporated Society of Valuers and Auctioneers (SVA);
- (c) the Rating and Valuation Association (RVA);
- (d) the Accredited Appraiser Canadian Institute (AACI).

In each case, not less than five years' relevant experience is required.

4. *Valuer I*

- (a) A degree in Estate Management, Valuation, Land Economy, Law or Geography; or
- (b) A diploma in Estate Management, Valuation, Land Economy, Law or Geography; or
- (c) Membership of the Accredited Appraiser Canadian Institute (AACI).

In each case, not less than three years' relevant experience is required.

5. *Valuer II*

- (a) A degree in Estate Management, Valuation, Land Economy, Law or Geography; or
- (b) A diploma in Estate Management, Valuation, Land Economy, Law or Geography.

6. *Senior Draughtsman*

An associate degree in Building or in Civil Engineering. Not less than five years' relevant experience is required.

7. *Tax Relief Investigator*

A certificate in Social Work and not less than three years' relevant experience.

8. *Assistant Valuer*

An associate degree in Building or in Civil Engineering.

9. *Draughtsman*

An associate degree in Building or in Civil Engineering.

10. *Photographer*

Not less than three years' experience as a Photographer. Knowledge of the fundamentals of Photography and Film Processing is required.

11. *Attendant*

A secondary education.

**(44) LANDS AND SURVEYS DEPARTMENT**1. *Chief Surveyor*

A licensed Land Surveyor with not less than ten years' experience. A degree or a professional qualification in Land Surveying would be an asset.

2. *Senior Surveyor*

A licensed Land Surveyor with not less than seven years' experience. A degree or a professional qualification in Land Surveying would be an asset.

3. *Land Surveyor*

A licensed Land Surveyor. A degree or a professional qualification in Land Surveying would be an asset.

4. *Senior Draughtsman*

(a) Level II of the City and Guilds in Building or in Civil Engineering; or

(b) An associate degree in Building or in Civil Engineering.

In either case, not less than five years' relevant experience is required.



5. *Draughtsman*

(a) Level II of the City and Guilds in Building or in Civil Engineering; or

(b) An associate degree in Building or in Civil Engineering.

In either case, not less than two years' experience in a Drawing Office is required.

6. *Senior Computer Operator*

A Technician's Diploma in Land or Geographical Information Systems. Experience in working with a computer mapping system would be an asset.

7. *Computer Operator/Compiler*

At least four subjects at CXC General Proficiency level, including English Language; and successful completion of a computer operator's course.

8. *Technical Officer*

(a) A degree in Building, Architecture, Quantity Surveying, Engineering or in a related discipline. Not less than four years' relevant experience is required; or

(b) The Higher National Diploma in Building or in a related discipline. Not less than six years' relevant experience is required.

**(45) LICENSING AUTHORITY**1. *Chief Licensing Officer*

The Higher National Diploma in Mechanical Engineering; and not less than seven years' relevant experience.

2. *Deputy Chief Licensing Officer*

The Higher National Diploma in Mechanical Engineering; and not less than five years' relevant experience.

3. *Senior Vehicle Examiner*

- (a) An associate degree in Mechanical or in Electrical Engineering. Not less than six years' relevant experience is required; or
- (b) The Final Certificate of the City and Guilds in Mechanics; and not less than six years' relevant experience.

4. *Senior Testing Officer*

A secondary education and not less than three years' experience in the grade of Testing Officer.

5. *Licensing Officer*

- (a) A degree with a major in Accounting; and not less than one year's experience in Accounting; or
- (b) A diploma in Accounting or an associate degree with a major in Accounting. Not less than five years' experience in Accounting is required; or
- (c) Completion of Levels I, II and III of the Certified General Accountants' Association programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados. Not less than three years' relevant experience is required; or
- (d) Recruitment of officers at the level of Assistant Accountant with not less than three years' experience in Government Accounting, in addition to one of the following:
  - (i) successful completion of an approved Government Accounting Programme; or
  - (ii) relevant training in Accounting at an approved institution; or
- (e) Recruitment of officers after certification on the successful completion of an approved specialized Government Accounting Programme. Not less than eight years' experience in Accounting is required.

6. *Testing Officer*

A secondary education and not less than five years' driving experience. Possession of a driver's licence is required. Knowledge of the laws, practice and procedures relating to road traffic is also required.

7. *Vehicle Examiner*

(a) An associate degree in Mechanical or in Electrical Engineering. Not less than three years' relevant experience is required; or

(b) The Final Certificate of the City and Guilds in Mechanics; and not less than five years' relevant experience.

8. *Senior Transport Inspector*

(a) A secondary education;

(b) A general knowledge of motor mechanics;

(c) Not less than five years' relevant experience; and

(d) The ability to supervise staff.

9. *Transport Inspector*

A secondary education and a general knowledge of motor mechanics.

**(46) METEOROLOGICAL SERVICES**1. *Director of Meteorological Services*

(a) A degree in Meteorology; or

(b) A degree in Mathematics or Physics. Postgraduate training in Meteorology is required.

In either case, not less than seven years' relevant experience is required.

2. *Deputy Director of Meteorological Services*

- (a) A degree in Meteorology; or
- (b) A degree in Mathematics or Physics. Postgraduate training in Meteorology is required.

In either case, not less than five years' relevant experience is required.

3. *Senior Meteorologist*

- (a) A degree in Meteorology; or
- (b) A degree in Mathematics or Physics. Completion of the Forecasters' Course (Class II) is required.

In either case, not less than three years' relevant experience is required.

4. *Meteorologist I*

- (a) A degree in Meteorology; or
- (b) A degree in Mathematics or Physics. Completion of the Forecasters' Course (Class II) is required.

5. *Meteorologist II*

- (a) Not less than five years' experience in the grade of Meteorological Assistant. Completion of the Forecasters' Course is required; or
- (b) An "A" Level certificate in Mathematics or Physics. Completion of the Forecasters' Course is required.

6. *Electronic Engineer/Officer*

- (a) A degree in Electrical Engineering and not less than four years' relevant experience; or
- (b) The Higher National Certificate in Electronics and not less than five years' relevant experience.

7. *Senior Technician*

The Higher National Certificate in Electronics and not less than three years' relevant experience.

8. *Senior Meteorological Assistant*

Not less than five years' experience in the grade of Meteorological Assistant I. Successful completion of the Meteorological Assistants' Course (Class III) in one of the following is required:

- (i) Climatology;
- (ii) Agro-meteorological Instruments;
- (iii) Aviation Meteorology; or
- (iv) Radiosonde Operations.

9. *Meteorological Assistant I*

(a) Not less than five years' experience in the grade of Meteorological Assistant II; or

(b) Successful completion of the Meteorological Assistants' Course (Class IV).

10. *Meteorological Assistant II*

(a) At least four subjects at CXC General Proficiency level, including English Language and either Mathematics or a Science subject (preferably Physics); and

(b) Successful completion of the Meteorological Assistants' Course (Class IV).

**(47) NATIONAL COUNCIL FOR SCIENCE AND TECHNOLOGY**1. *Director*

A postgraduate qualification in one of the physical or biological sciences; and not less than five years' postgraduate experience.

2. *Senior Technical Officer*

- (a) A postgraduate qualification in Biotechnology; and not less than one year's relevant experience; or
- (b) A degree in Natural Science or in Biotechnology. Not less than two years' relevant experience is required.

**(48) NATIONAL INSURANCE DEPARTMENT**1. *Director*

- (a) A degree in Public Administration, Business Administration, Accounting or in a related discipline. Not less than seven years' experience in a senior administrative or executive position is required; or
- (b) Not less than seven years' experience in a senior administrative or executive position, and
  - (i) a degree; and
  - (ii) approved training in Management or Accounting of not less than one year's duration.

2. *Deputy Director*

- (a) A degree in Public Administration, Business Administration, Accounting or in a related discipline. Not less than five years' experience in a senior administrative or executive position is required; or
- (b) Not less than five years' experience in a senior administrative or executive position, and
  - (i) a degree; and
  - (ii) approved training in Management or Accounting of not less than one year's duration.

3. *Assistant Director*

- (a) A degree in Public Administration, Business Administration, Accounting or in a related discipline. Not less than three years' experience in a senior administrative or executive position is required; or
- (b) Not less than three years' experience in a senior administrative or executive position, and
  - (i) a degree; and
  - (ii) approved training in Management or Accounting of not less than one year's duration.

4. *Chief Internal Auditor*

A Professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than three years' relevant experience.

5. *Senior Data Processing Officer*

- (a) A degree in Computer Science or in Management Information Systems. Not less than three years' relevant experience is required; or
- (b) Not less than three years' relevant experience, and
  - (i) a degree; and
  - (ii) specialized training of not less than one year's duration in computer studies or management information systems.

6. *Senior Internal Auditor*

- (a) Completion of the certificate level of the ACCA programme or level IV of the Certified General Accountants' Association programme or an equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; or

(b) A degree in Accounting.

In either case, not less than three years' relevant experience is required.

7. *Senior Research Officer*

(a) A degree in Economics, Social Science or in a related discipline. Not less than five years' relevant experience is required; or

(b) A postgraduate qualification in Economics, Social Science or in a related discipline. Not less than three years' relevant experience is required.

8. *Systems Analyst*

(a) A degree in Computer Science or Management Information Systems; or

(b) Not less than two years' experience in systems analysis and design, and

(i) a degree; and

(ii) specialized training of not less than one year's duration in Management Information Systems.

9. *Insurance Officer I*

(a) A degree in Accounting, Economics or in Public Administration. Not less than three years' relevant experience is required; or

(b) Completion of the Certificate level of the ACCA programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados. Not less than five years' relevant experience is required; or

(c) The final Certificate in Insurance and not less than five years' relevant experience.



10. *Insurance Officer II*

- (a) A degree in Accounting, Economics or Public Administration; or
- (b) Completion of the Certificate level of the ACCA programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados. Not less than three years' relevant experience is required; or
- (c) The Intermediate Certificate in Insurance and not less than three years' relevant experience.

11. *Operations Officer*

- (a) A degree or a professional qualification from a recognized institution. Not less than five years' relevant experience is required; or
- (b) Not less than five years' experience in the grade of Executive Officer or in a related grade. Evidence of supervisory ability is required.

In either case, knowledge of computer operations is required.

12. *Computer Operator*

- (a) An associate degree in Computer Science and not less than one year's relevant experience; or
- (b) At least four subjects at CXC General Proficiency level, including English Language; and not less than three years' relevant experience. Successful completion of a computer course is required.

13. *Accounts Officer I*

- (a) A degree with a major in Accounting; and not less than one year's experience in Accounting; or
- (b) A diploma in Accounting or an associate degree with a major in Accounting. Not less than five years' experience in Accounting is required; or

- (c) Completion of Levels I, II and III of the Certified General Accountants' Association programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados. Not less than three years' relevant experience is required; or
- (d) Recruitment of officers at the level of Assistant Accountant or at the level of Accounts Officer II with not less than three years' experience in Government Accounting, in addition to one of the following:
  - (i) successful completion of an approved Government Accounting programme; or
  - (ii) relevant training in Accounting at an approved institution; or
- (e) Recruitment of officers after certification of an approved specialized Government Accounting programme. Not less than eight years' experience in Accounting is required.

14. *Accounts Officer II*

- (a) A diploma in Accounting or an associate degree with a major in Accounting. Not less than two years' experience in Accounting is required; or
- (b) An "A" Level certificate in Accounting; and not less than three years' experience in Accounting; or
- (c) An "A" Level certificate in an area other than Accounting, and
  - (i) not less than three years' experience in Accounting, and
  - (ii) successful completion of an approved Government Accounting programme; or

- (d) Recruitment of Clerical Officers after successful completion of an approved specialized Government Accounting programme. Not less than three years' experience in Accounting is required.

15. *Internal Auditor I*

- (a) A degree in Accounting; or
- (b) Completion of Level IV of the Certified General Accountants' Association programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of chartered Accountants of Barbados. Not less than three years' experience in Accounting is required; or
- (c) At least four subjects at CXC General Proficiency level, including English Language and a numerate subject. Not less than five years' relevant experience is required. Possession of an "A" Level certificate in Accounting, an associate degree in Accounting or any similar qualification in Accounting would be an asset.

16. *Internal Auditor II*

At least four subjects at CXC General Proficiency level, including English Language and a numerate subject. Not less than three years' relevant experience is required. Possession of an "A" Level certificate in Accounting, an Associate Degree in Accounting or any similar qualification in Accounting would be an asset.

17. *Audit Clerk*

At least four subjects at CXC General Proficiency level, including English Language and either Accounts or Mathematics.

18. *Senior Legal Assistant*

- (a) A certificate in Para-legal Studies and not less than three years' experience at the level of Legal Assistant; or
- (b) Not less than five years' experience at the level of Legal Assistant or the level of Senior Clerk in a legal department.

19. *Legal Assistant*

A certificate in Para-legal Studies and not less than three years' relevant experience.

**(49) NATIONAL LIBRARY SERVICE**1. *Director*

A postgraduate qualification in Library Science, Information Science or in the study of Archives. Not less than seven years' relevant experience is required, three of which should be in a senior management position.

2. *Deputy Director*

A postgraduate qualification in Library Science, Information Science or in the study of Archives. Not less than five years' relevant experience is required, three of which should be in a senior management position.

3. *Co-ordinator, Government Department Libraries*

A postgraduate qualification in Library Science or in a related discipline. Not less than three years' postgraduate experience is required.

4. *Senior Librarian*

A postgraduate qualification in Library Science or in a related discipline. Not less than three years' postgraduate experience is required.

5. *Librarian*

(a) A postgraduate qualification in Library Science or in a related discipline. Not less than two years' relevant experience is required; or

(b) A degree in Library Science or in a related discipline. Not less than three years' relevant experience is required.

6. *Library Assistant I*  
A degree.
7. *Library Assistant II*  
At least two "A" Level certificates and not less than four years' Library experience or other relevant experience.
8. *Library Assistant III*  
At least four subjects at CXC General Proficiency level, including English Language.
9. *Supervisor, Microfilming and Binding*  
At least five subjects at CXC General Proficiency level; and not less than five years' experience in an administrative position. Training as well as experience in the practice of binding, microfilming, printing and other forms of document reproduction is required.
10. *Trainee Data Processing Manager*  
A degree in Computer Studies.
11. *Graphic Artist*  
A certificate in Art from a recognized institution; and not less than one year's relevant experience in commercial art.
12. *Technical Assistant*  
At least five subjects at CXC General Proficiency level including English Language and Chemistry; and not less than two years' relevant experience.
13. *Binder*  
Not less than one year's relevant experience and a thorough knowledge of binding techniques.

14. *Binder's Assistant*

A secondary education. Previous experience in binding work would be an asset.

**(50) OMBUDSMAN***Investigations Officer*

A degree in Management or in Law. Not less than five years' experience in a senior executive or administrative position is required.

**(51) POST OFFICE**1. *Postmaster General*

A degree in Business or in Public Administration. Not less than seven years' experience in a senior executive or administrative position is required.

2. *Deputy Postmaster General*

A degree in Business or Public Administration. Not less than five years' experience in a senior executive or administrative position is required.

3. *Assistant Postmaster General*

(a) A degree in Business or in Public Administration. Not less than three years' experience in a senior executive or administrative position is required; or

(b) Not less than seven years' experience in a senior executive or administrative position.

4. *Senior Postal Accountant*

(a) A degree in Accounting or in Management. Not less than three years' relevant experience is required; or

(b) An associate degree in Public Administration or in Business Studies. Not less than six years' relevant experience is required.

5. *Senior Postal Superintendent*
  - (a) A degree in Accounting or in Management. Not less than three years' relevant experience is required; or
  - (b) An associate degree in Public Administration or in Business Studies. Not less than six years' relevant experience is required.
6. *Postal Superintendent*
  - (a) An associate degree in Public Administration or in Business Studies. Not less than three years' relevant experience is required; or
  - (b) At least five subjects at CXC General Proficiency level; and not less than six years' relevant experience.
7. *Postal Superintendent (Philatelic)*
  - (a) An associate degree in Public Administration or in Business Studies. Not less than three years' relevant experience is required; or
  - (b) At least five subjects at CXC General Proficiency level; and not less than six years' relevant experience.
8. *Postal Accountant*
  - (a) A degree in Accounting or in Management. Not less than one year's relevant experience is required; or
  - (b) An associate degree in Public Administration or in Business Studies. Not less than three years' relevant experience is required.
9. *Postmaster/Postmistress Grade I*
  - (a) An associate degree in Public Administration or in Business Studies. Not less than three years' relevant experience is required; or
  - (b) At least five subjects at CXC General Proficiency level; and not less than six years' relevant experience.

10. *Postmaster/Postmistress Grade II*
- (a) An associate degree in Public Administration or in Business Studies. Not less than one year's relevant experience is required; or
  - (b) At least four subjects at CXC General Proficiency level; and not less than six years' relevant experience.
11. *Assistant Postal Superintendent*
- (a) An associate degree in Public Administration or in Business Studies. Not less than one year's relevant experience is required; or
  - (b) At least four subjects at CXC General Proficiency level; and not less than six years' relevant experience.
12. *Assistant Postal Accountant*
- (a) An associate degree in Public Administration or in Business Studies; or
  - (b) At least four subjects at CXC General Proficiency level; and not less than three years' relevant experience. Possession of an Accounting qualification would be an asset.
13. *Maintenance Supervisor II*
- The Full Technological Certificate of the City and Guilds in Electrical Engineering. Experience is required in at least two of the following:
- (i) Electrical and Mechanical Instrumentation; or
  - (ii) Industrial Electronics; or
  - (iii) Airconditioning; or
  - (iv) Mechanical Handling Equipment.



14. *Technician*

- (a) Level II of the City and Guilds in Electrical and Mechanical Engineering; and not less than two years' relevant experience; or
- (b) Levels I and II of the City and Guilds in Electrical Engineering; and not less than three years' relevant experience.

15. *Postal Clerk*

At least four subjects at CXC General Proficiency level, including English Language or Literature.

16. *Senior Inspector of Postmen*

Not less than five years' experience in the grade of Inspector of Postmen.

17. *Inspector of Postmen*

Not less than ten years' relevant experience, three of which should be at the level of Senior Postman.

18. *Senior Postman*

Not less than five years' experience in the grade of Postman.

19. *Postal Officer*

A secondary education. The possession of subjects at CXC General Proficiency level would be an asset.

20. *Postman*

A secondary education. The passing of an appropriate test to determine aptitude and general suitability is required.

**(52) PRICE CONTROL**1. *Chief Price Control Officer*

- (a) A postgraduate qualification in Business Administration or in Economics. Not less than five years' experience in an administrative position is required; or
- (b) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados and not less than three years' relevant experience.

2. *Senior Price Control Officer*

- (a) A postgraduate qualification in Economics, Management or Accounting. Not less than two years' relevant experience is required; or
- (b) A degree in Economics, Management or Accounting. Not less than three years' relevant experience is required.

3. *Price Control Officer*

A degree in Economics, Management or Accounting. Not less than three years' relevant experience is required.

4. *Senior Inspector (Price Control)*

At least four subjects at CXC General Proficiency level, including English Language; and not less than three years' relevant experience.

5. *Price Control Inspector*

At least four subjects at CXC General Proficiency level, including English Language; and not less than two years' relevant experience.

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**(53) PRIME MINISTER'S OFFICE AND CABINET OFFICE**1. *Secretary to the Cabinet*

- (a) A postgraduate qualification in Management, Finance, Industrial Relations, International Relations or a related discipline. Not less than three years' experience at the level of Deputy Permanent Secretary or a related grade is required; or
- (b) A degree in Management, Finance, Industrial Relations, International Relations or in a related discipline. Not less than five years' experience at the level of Deputy Permanent Secretary or a related grade is required; or
- (c) Not less than five years' experience at the level of Deputy Permanent Secretary or a related grade, and
  - (i) a degree; and
  - (ii) an approved diploma in Management, Finance, Industrial Relations, International Relations or in a related discipline.

In each case, evidence of continuing education in a relevant area would be an asset.

2. *Senior Research Analyst*

- (a) A postgraduate qualification in Social Science; and not less than three years' relevant experience; or
- (b) A degree in Social Science; and not less than five years' relevant experience.

3. *Field Officer*

- (a) A degree; or
- (b) An approved qualification in Public Relations or in a related discipline. Not less than three years' relevant experience is required.

4. *Senior Executive Secretary*

The qualifications for Secretary, Executive Secretary or for Administrative Officer; and not less than five years' experience in the grade. Evidence of outstanding ability as well as knowledge of Government administrative machinery is required.

**(54) PRISON DEPARTMENT**1. *Superintendent*

(a) An approved qualification in Business or Public Administration from a recognized educational institution. Not less than five years' experience in a senior executive or administrative position is required; or

(b) Not less than ten years' experience in a senior executive or administrative position.

In either case, experience or specialized training in a military, para-military, welfare or a related service would be an asset.

2. *Assistant Superintendent*

(a) An approved qualification in Business or Public Administration from a recognized educational institution. Not less than three years' experience in a senior executive or administrative position is required; or

(b) Not less than seven years' experience in a senior executive or administrative position.

In either case experience in a military, para-military, welfare or related service would be an asset.

3. *Rehabilitation Officer*

A diploma in social work or a certificate in Social Work. Not less than five years' relevant experience is required.

4. *Farm Manager*

A diploma from the Eastern Caribbean Farm Institute or from any other recognized institution and not less than three years' relevant experience.

5. *Nurse*

A Registered Nurse.

**(55) PROBATION DEPARTMENT**1. *Chief Probation Officer*

A degree in Social Work and not less than seven years' experience in the field of social work.

2. *Deputy Chief Probation Officer*

A degree in Social Work and not less than five years' experience in the field of social work.

3. *Senior Probation Officer*

A degree in Social Work and not less than three years' relevant experience.

4. *Probation Officer I*

A certificate in Social Work and not less than three years' relevant experience.

Advancement beyond the Qualification Bar is permitted at the due time on the acquisition of a degree in Social Work.

5. *Probation Officer II*

(a) A certificate in Social Work; or

(b) Recruitment of officers in the grade of Clerical Officer, Teacher or Nurse.

**(56) PUBLIC SECTOR REFORM**1. *Director*

- (a) A postgraduate qualification in Management, Finance, Public Administration or Business Administration or in a related discipline. Not less than three years' experience in a senior management position is required; or
- (b) A degree in Management, Finance, Public Administration or Business Administration or in a related discipline. Not less than five years' experience in a senior management position is required.

2. *Principal Management Analyst*

- (a) A postgraduate qualification in Management, Finance, Public Administration or Business Administration or in a related discipline. Not less than five years' relevant experience is required; or
- (b) A degree in Management, Finance, Public Administration or Business Administration or in a related discipline. Not less than six years' relevant experience is required.

3. *Management Development Officer*

- (a) A postgraduate qualification in Management, Finance, Public Administration or Business Administration or in a related discipline. Not less than three years' relevant experience is required; or
- (b) A degree in Management, Finance, Public Administration or Business Administration or in a related discipline. Not less than four years' relevant experience is required.

4. *Senior Management Analyst*

- (a) A postgraduate qualification in Management, Finance, Public Administration or Business Administration or in a related discipline. Not less than three years' relevant experience is required; or

- (b) A degree in Management, Finance, Public Administration or Business Administration or in a related discipline. Not less than four years' relevant experience is required.

5. *Management Analyst*

- (a) A degree in Management, Finance, Public Administration or Business Administration; or
- (b) A degree and not less than three years' experience in organizational review and development.

6. *Communications Officer*

- (a) A degree in Communications, Marketing or in a related discipline; or
- (b) A diploma in Communications, Marketing or in a related discipline; or
- (c) Not less than seven years' experience in the field of journalism or marketing. Evidence of a sound educational background is required.

**(57) PUBLIC WORKS**

1. *Chief Planning Officer*

- (a) A postgraduate qualification in Economics or in a related discipline. Not less than five years' relevant postgraduate experience is required; or
- (b) A degree in Economics or in a related discipline. Not less than seven years' experience after graduating is required.

2. *Senior Planning Officer*

- (a) A postgraduate qualification in Economics or in a related discipline. Not less than two years' relevant postgraduate experience is required; or
- (b) A degree in Economics or in a related discipline. Not less than three years' experience after graduating is required.

3. *Planning Officer*

- (a) A postgraduate qualification in Economics or in a related discipline. Not less than one year's postgraduate experience is required; or
- (b) A degree in Economics or in a related discipline. Not less than two years' experience after graduating is required.

4. *Statistical Assistant*

At least five subjects at CXC General Proficiency level, one of which must be Mathematics; and not less than three years' relevant experience.

5. *Transport Planner/Administrative Officer*

- (a) A postgraduate qualification in Management, in Economics or in a related discipline. Not less than five years' relevant experience is required; or
- (b) A degree in Management, in Economics or in a related discipline. Not less than seven years' relevant experience is required.

6. *Systems Analyst/Programmer*

A degree in Computer Science and not less than three years' experience in programming. Experience with network systems would be an asset.

7. *Senior Internal Auditor*

A degree with a major in Finance or in Accounting. Not less than five years' experience in Accounts is required.

8. *Internal Auditor*

- (a) A degree in Accounting; or
- (b) Completion of the Certificate level of the ACCA programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados.

In either case, not less than one year's experience is required.



9. *Audit Clerk*

At least four subjects at CXC General Proficiency level, including English Language and Accounts.

10. *Senior Storekeeper*

At least four subjects at CXC General Proficiency level, including English Language; and not less than five years' experience in store-keeping.

11. *Technical Storekeeper*

Not less than five years' experience as a Storekeeper; and a detailed knowledge of store procedures as laid down in store regulations. Not less than three years must have been associated with procurement, storage and distribution of spare parts and material, including the associated documentation.

12. *Chief Technical Officer*

- (a) A degree in Engineering and not less than ten years' relevant experience after graduating; or
- (b) Membership of the Royal Institute of British Architects; and not less than eight years' relevant experience; or
- (c) Corporate Membership of the Institute of Civil or Structural Engineers; and not less than eight years' relevant experience.

13. *Deputy Chief Technical Officer*

- (a) A degree in Engineering and not less than eight years' relevant experience after graduating; or
- (b) Membership of the Royal Institute of British Architects and not less than six years' relevant experience; or
- (c) Corporate Membership of the Institute of Civil or Structural Engineers; and not less than six years' relevant experience.

14. *Senior Technical Officer*

- (a) A degree in Civil Engineering and not less than seven years' relevant experience after graduating; or
- (b) Membership of a recognized Civil Engineering professional body; and not less than five years' professional experience; or
- (c) A Registered Architect with not less than five years' professional experience; or
- (d) A degree from an approved school of Architecture; and not less than seven years' relevant experience after graduating; or
- (e) Membership of the Royal Institute of Chartered Surveyors (Quantity Surveyors); and not less than five years' professional experience; or
- (f) Membership of the Barbados Institute of Quantity Surveyors; and not less than five years' professional experience; or
- (g) A degree in or a diploma in Quantity Surveying; and not less than seven years' experience after graduating; or
- (h) Membership of the Royal Institute of Chartered Surveyors (Land Surveyors); and not less than five years' relevant experience in Land Surveying; or
- (i) Membership of the Barbados Institute of Land Surveyors; and not less than five years' relevant experience in Land Surveying; or
- (j) A degree in Land Surveying and Mapping Science; and not less than seven years' relevant experience after graduating; or
- (k) The local Land Surveyors' Certificate; and not less than ten years' relevant experience.

15. *Senior Mechanical Engineer*

- (a) A degree in Mechanical Engineering and not less than eight years' postgraduate experience; or
- (b) Corporate membership of the Institute of Mechanical Engineers.

16. *Technical Officer I*

- (a) A degree in Engineering and not less than four years' experience after graduating; or
- (b) A degree in Quantity Surveying and not less than four years' relevant experience after graduating; or
- (c) A diploma in Quantity Surveying and not less than four years' relevant experience after graduating; or
- (d) A Registered Architect; or
- (e) A degree in Architecture and not less than four years' experience after graduating; or
- (f) A licensed Land Surveyor with not less than four years' relevant experience; or
- (g) The Higher National Certificate in Building or in Engineering Technology; and not less than six years' experience after graduating.

17. *Technical Officer II*

- (a) A degree in Engineering, in Physical Planning and Environmental Resource Development, in Architecture or in Land Surveying; or
- (b) A degree in or a diploma in Quantity Surveying;
- (c) A licensed Land Surveyor; or
- (d) The Higher National Certificate in Building or in Engineering Technology.

18. *Workshop Manager*

The Full Technological Certificate of the City and Guilds; and not less than five years' experience in Workshop Management.

19. *Maintenance Supervisor*20. *Maintenance Supervisor, Plumbing*

(a) An associate degree in Building Engineering or in a related discipline. Not less than seven years' relevant experience is required; or

(b) The Full Technological Certificate in Building Engineering or in a related discipline. Not less than ten years' relevant experience is required; or

(c) Not less than fifteen years' experience as a first-class tradesman in the relevant trade or in road or building construction. The possession of a City and Guilds Certificate at Intermediate level shall count in lieu of three years' experience and a Final Level certificate shall count in lieu of six years' experience.

21. *Maintenance Technician I*

(a) Level II of the City and Guilds in Electrical Engineering; and not less than five years' experience in Electrical Installations, Electronics, Airconditioning, Refrigeration or Telecommunications; or

(b) The Final Certificate of the City and Guilds in Electrical Engineering; and not less than seven years' relevant experience.

22. *Senior Technician*

Level II of the City and Guilds in Civil and Building Engineering; and not less than five years' experience in the grade of Technician I.

23. *Senior Well Inspector*

(a) Level II of the City and Guilds in Building and Civil Engineering or in Building Technology. Not less than seven years' relevant experience is required; or

- (b) Not less than ten years' experience in a technical field, preferably well construction.

24. *Technician I*

- (a) Level II of the City and Guilds in Civil and Building Engineering; and not less than five years' experience; or
- (b) Recruitment of officers in the grade of Technician II or in the grade of Technical Assistant with not less than five years' experience in that grade.

25. *Technician II*

Level II of the City and Guilds in Civil Engineering or in Building Technology. Not less than two years' relevant experience in road or building construction is required.

26. *Technical Assistant*

- (a) Level II of the City and Guilds and not less than two years' relevant experience; or
- (b) Not less than ten years' experience as a First Class Tradesman in a relevant trade or in road or building construction. Proven ability to supervise subordinates is required.

27. *Senior Foreman*

- (a) An Automobile Technician Certificate of the City and Guilds; and
- (b) Not less than ten years' experience in the maintenance of heavy plant, vehicles and mechanical equipment; and
- (c) Not less than three years' experience at the level of Foreman.

28. *Foreman*

29. *Foreman Plumber*

- (a) CXC General Proficiency level certificates in English Language and either Mathematics or a science subject; and not less than three years' relevant experience in road or building construction or in the relevant trade; or

- (b) Not less than ten years' experience as a first-class tradesman in the relevant trade, or in road or building construction. The possession of a City and Guilds Certificate at Intermediate level shall count in lieu of three years' experience and a certificate at Final Level shall count in lieu of six years' experience.

30. *Foreman Receptionist*

A secondary education; and not less than five years' experience in a senior artisan's position, preferably in Motor Mechanics.

31. *Inspector of Wells*

Not less than ten years' experience in a technical field, preferably well construction.

32. *Assistant Foreman*

Not less than ten years' experience as a first-class tradesman in the relevant trade. The possession of a City and Guilds Certificate at Intermediate level shall count in lieu of three years' experience and a certificate at Final Level shall count in lieu of six years' experience. The ability to supervise subordinates is also required.

33. *Body Repairman (CIII)*

- (a) The City and Guilds Certificate or the Samuel Jackman Prescod Polytechnic Certificate in Auto Body Repair. Not less than five years' relevant experience is required; or
- (b) Not less than seven years' experience in the repair of automobiles at the level of Body Repairman (CIV).

34. *Body Repairman (CIV)*

- (a) Level I of the City and Guilds Certificate or the Samuel Jackman Prescod Polytechnic Certificate in Auto Body Repair. Not less than three years' experience approved by the Chief Technical Officer is required; or
- (b) Not less than five years' experience in the repair of automobiles at the level of Body Repairman (CV).

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35. *Body Repairman (CV)*
- (a) Level I of the City and Guilds Certificate or the Samuel Jackman Prescod Polytechnic Certificate in Auto Body Repair. Not less than one year's experience approved by the Chief Technical Officer is required; or
- (b) Not less than three years' experience as an apprentice.
36. *Tyreman (CVII)*
37. *Chainman (CVIII)*
38. *Scaffold Rigger (CVII)*
- A primary education.
39. *Chainman (CVII)*
- A primary education and not less than two years' relevant experience.
40. *Control Officer*
- At least four subjects at CXC General Proficiency level; and not less than three years' relevant experience.

**(58) REGISTRATION DEPARTMENT**

1. *Registrar*
- An Attorney-at-Law of not less than ten years' standing.
2. *Deputy Registrar*
- An Attorney-at-Law of not less than five years' standing.
3. *Assistant Registrar*
- A certificate in Para-legal Studies and not less than six years' experience at the level of Senior Legal Assistant.

4. *Chief Marshal*

At least four subjects at CXC General Proficiency level, including English Language; and not less than three years' experience in the grade of Deputy Marshal. Approved qualifications in Public Administration and Para-legal Studies are required.

5. *Deputy Chief Marshal*

At least four subjects at CXC General Proficiency level, including English Language; and not less than three years' experience in the grade of Senior Marshal. Approved qualifications in Public Administration and Para-legal Studies are required.

6. *Court Administrator*

Not less than three years' experience at the level of Senior Legal Assistant or at the level of Executive Officer in a legal department.

7. *Senior Marshal*

At least four subjects at CXC General Proficiency level, including English Language; and not less than three years' experience at the level of Marshal I.

8. *Senior Legal Assistant*

(a) A certificate in Para-legal Studies and not less than three years' experience at the level of Legal Assistant; or

(b) Not less than five years' experience at the level of Legal Assistant or at the level of Senior Clerk in a legal department.

9. *Legal Secretary*

(a) A certificate in Para-legal Studies; or

(b) Not less than fifteen years' experience as a Secretary.

10. *Records Management Officer*

Not less than five years' experience at the level of Senior Clerk and approved training in records management. Possession of a certificate in Para-legal Studies would be an asset.



11. *Marshal I*

At least four subjects at CXC General Proficiency level, including English Language; and not less than three years' experience at the level of Marshal II. Evidence of supervisory ability would be an asset.

12. *Legal Assistant*

A certificate in Para-legal Studies and not less than three years' experience in a legal department.

13. *Marshal II*

At least four subjects at CXC General Proficiency level, including English Language. Such physical attributes as may be specified, and evidence of good character are required.

14. *Shorthand Writer*

(a) Shorthand or another means of taking dictation at 150 w.p.m.;

(b) Typewriting at 45 w.p.m.; and

(c) English Language at CXC General Proficiency level.

Other academic qualifications would be an asset.

15. *Court Reporter*

At least four subjects at CXC General Proficiency level, including English Language. The ability to record 160 w.p.m. using appropriate computer hardware and software is required.

16. *Vault Attendant*

A secondary education.

**(59) SCHOOL MEALS DEPARTMENT**1. *Manager*

A degree in Nutrition, Dietetics, Home Economics or in a related discipline. Not less than six years' relevant experience is required.

2. *Senior School Meals Officer*

A degree in Nutrition, Dietetics, Home Economics or in a related discipline. Not less than three years' relevant experience is required.

3. *School Meals Officer*

Not less than five years formal training in Home Economics or in a related discipline. Experience in food service administration in a large scale food service operation would be an asset.

4. *Superintendent of Works*

(a) Level II of the City and Guilds in Civil and Building Engineering; and not less than five years' experience; or

(b) Not less than ten years' experience as a first-class tradesman, five of which should be at the level of Assistant Superintendent of Works.

5. *Supervisor*

A secondary education and not less than three years' relevant experience. The successful completion of an approved food Service Supervisors' course is required.

6. *Assistant Supervisor*

A secondary education and the successful completion of an approved food Service Supervisors' course.

7. *School Meals Assistant*

A secondary education and relevant experience in cooking on a large scale.

8. *Server*

A secondary education.

**(60) STATISTICAL DEPARTMENT**1. *Director of Statistical Service*

- (a) Membership of the Institute of Statisticians; or
- (b) A postgraduate qualification in Statistics.

In either case, not less than seven years' experience in a senior position is required.

2. *Deputy Director of Statistical Service*

- (a) Membership of the Institute of Statisticians; or
- (b) A postgraduate qualification in Statistics.

In either case, not less than five years' experience in a senior position is required.

3. *Senior Statistician*

- (a) A postgraduate qualification in Statistics and not less than two years' relevant experience; or
- (b) A degree in Statistics or in Social Science with substantial courses in applied Statistics. Not less than three years' relevant experience is required.

4. *Statistician I*

- (a) A postgraduate qualification in Statistics and not less than one year's relevant experience; or
- (b) A degree in Statistics or in Social Science with substantial courses in Applied Statistics. Not less than two years' relevant experience is required.

5. *Statistician II*

A degree in Statistics or in Social Science with substantial courses in Applied Statistics.

6. *Statistical Assistant*

At least five subjects at CXC General Proficiency level, one of which should be Mathematics or a related subject; and not less than three years' relevant experience.

7. *Senior Field Investigator*

At least four subjects at CXC General Proficiency level, including English Language; and not less than three years' relevant experience. Specialized training of not less than six months' duration at an approved institution is required.

8. *Field Investigator*

At least four subjects at CXC General Proficiency level, including English Language. Knowledge of Geography and local economic conditions is required.

9. *Assistant Machine Supervisor*

At least four subjects at CXC General Proficiency level; and not less than three years' relevant experience. Training and experience in key-punching and key verification are required.

**(61) TELECOMMUNICATIONS UNIT**1. *Chief Telecommunications Officer*

- (a) A degree in Telecommunications Engineering and not less than eight years' relevant experience after graduating; or
- (b) Membership of a recognized institution and not less than five years' relevant experience.

2. *Senior Telecommunications Officer*

- (a) A degree in Telecommunications Engineering and not less than four years' relevant experience; or
- (b) The Higher National Diploma in or the Higher National Certificate in Telecommunications Engineering. Not less than six years' relevant experience is required.

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3. *Telecommunications Officer I*
- (a) The Higher National Certificate in Telecommunications and not less than three years' relevant experience; or
  - (b) The City and Guilds Final Certificate in Telecommunications; and not less than eight years' relevant experience.
4. *Telecommunications Officer II*
- (a) Not less than five years' practical experience, preferably as a Radio Operator at an aeronautical or a ship station, and
    - (i) the City and Guilds Final Certificate in Telecommunications Engineering; or
    - (ii) the Telecommunications Technican Certificate Parts (I-V); or
  - (b) Not less than five years' relevant experience as an Operator at an aeronautical or a ship station, in addition to one of the following:
    - (i) the United Kingdom Ministry of Post and Telecommunications Ship Radio Operator's Licence;
    - (ii) the Post Master General Ship Radio Operator's Licence; or
    - (iii) the Aeronautical Radio Communications General Certificate.
5. *Telecommunications Officer III*
- At least four subjects at CXC General Proficiency level, including either Mathematics or Physics; and
- (a) a Radio qualification or an Electronics qualification equivalent to Part I of the City and Guilds Certificate in Radio, Television and Electronics Servicing; or
  - (b) not less than two years experience as an operator at an aeronautical or a ship station.

(62) **TOURISM**

1. *Director, Research and Planning*
  - (a) A postgraduate qualification in Economics, in Sociology, in Business Administration, in Planning, in Finance or in a tourism related discipline. Not less than five years' relevant experience is required; or
  - (b) A degree in Economics, in Sociology, in Business Administration, in Planning, in Finance or in a tourism related discipline. Not less than seven years' relevant experience is required.
2. *Chief Research Officer*
  - (a) A postgraduate qualification in Social Science and not less than five years' relevant experience; or
  - (b) A degree in Social Science and not less than seven years' relevant experience.
3. *Senior Research Officer*
  - (a) A postgraduate qualification in Social Science and not less than two years' relevant experience; or
  - (b) A degree in Social Science and not less than three years' relevant experience.
4. *Research Officer I*
  - (a) A postgraduate qualification in Social Science and not less than one year's relevant experience; or
  - (b) A degree in Social Science and not less than two years' relevant experience.
5. *Research Officer II*

A degree in Social Science.

6. *Chief Tourism Development Officer*

- (a) A postgraduate qualification in Tourism Planning, in Marketing, in Hotel Administration or in Business Administration. Not less than five years' experience at a senior management level is required, preferably in the field of tourism; or
- (b) A degree in Tourism Planning, in Marketing, in Hotel Administration or in a related discipline. Not less than seven years' relevant experience is required.

7. *Senior Tourism Development Officer*

- (a) A postgraduate qualification in Tourism Planning, Marketing, Hotel Administration or in a related discipline. Not less than three years' relevant experience is required; or
- (b) A degree in Tourism Planning, Marketing, Hotel Administration or in a related discipline. Not less than five years' relevant experience is required.

8. *Tourism Development Officer I*

- (a) A postgraduate qualification in Tourism Planning, Marketing, Hotel Administration or in a related discipline. Not less than one year's relevant experience is required; or
- (b) A degree in Tourism Planning, Marketing, Hotel Administration or in a related discipline. Not less than three years' relevant experience is required.

9. *Tourism Development Officer II*

A degree in or a professional qualification in Tourism or Hotel Administration.

**(63) TOWN AND COUNTRY PLANNING**1. *Chief Town Planner*

- (a) Corporate Membership of the Town Planning Institute or any other recognized planning institution; and

(b) A professional or an academic qualification in Architecture, Engineering, Surveying, Economics, Management, Law or Environmental Science or in any other related discipline; and

(c) Not less than seven years' experience after qualifying.

2. *Deputy Chief Town Planner*

(a) Corporate Membership of the Town Planning Institute or any other recognized planning institution; and

(b) A professional or an academic qualification in Architecture, Engineering, Surveying, Economics, Administration, Law or Environmental Science or in any other related discipline; and

(c) Not less than five years' experience after qualifying.

3. *Senior Town Planner*

Corporate Membership of the Town Planning Institute or any other recognized planning institution. Not less than three years' relevant experience after qualifying is required.

4. *Town Planner*

Corporate Membership of the Town Planning Institute or any other recognized planning institution.

5. *Assistant Town Planner*

(a) A degree in Physical Town Planning or in a related discipline; or

(b) A degree in Architecture, Engineering, Surveying, Economics, Law or Environmental Science.

Advancement beyond the Qualification Bar is permitted at the due time on the acquisition of Corporate Membership of the Town Planning Institute or any other recognized planning Institution.



6. *Chief Planning Assistant*

(a) A certificate in Town Planning from a recognized institution; or

(b) An associate degree in Building and Civil Engineering.

In either case, not less than three years' experience at the level of Senior Planning Assistant is required.

7. *Senior Planning Assistant*

(a) A certificate in Town Planning from a recognized Institution; or

(b) An associate degree in Building and Civil Engineering.

In either case, not less than five years' experience at the level of Planning Assistant I is required.

8. *Planning Assistant I*

(a) An associate degree in Building or in Civil Engineering. Not less than three years' relevant experience is required; or

(b) At least four subjects at CXC General Proficiency level, one of which must be Mathematics, Geography, Art or Drawing; and not less than three years' relevant experience.

9. *Planning Assistant II*

At least four subjects at CXC General Proficiency level, one of which must be Mathematics, Geography, Art or Drawing; and not less than two years' experience in the various aspects of planning.

10. *Vault Attendant*

A secondary education.

(64) **TRAINING UNIT**1. *Principal Training Officer*

- (a) A postgraduate qualification in Management, Finance, Industrial Relations, International Relations or in a related discipline. Not less than three years' experience at the level of Senior Administrative Officer or a related grade is required; or
- (b) A degree in Management, Finance, Industrial Relations, International Relations or in a related discipline. Not less than five years' experience at the level of Senior Administrative Officer or a related grade is required; or
- (c) Not less than five years' experience at the level of Senior Administrative Officer or a related grade, and
  - (i) a degree; and
  - (ii) an approved diploma in Management, Finance, Industrial Relations, International Relations or in a related discipline.

In each case, evidence of continuing education in a relevant area would be an asset.

2. *Deputy Principal Training Officer*

- (a) A postgraduate qualification in Management, Finance, Industrial Relations, International Relations or in a related discipline. Not less than three years' experience at the level of Administrative Officer I or a related grade is required; or
- (b) A degree in Management, Finance, Industrial Relations, International Relations or in a related discipline. Not less than five years' experience at the level of Administrative Officer I or a related grade is required; or
- (c) Not less than five years' experience at the level of Administrative Officer I or a related grade, and

- (i) a degree; and
  - (ii) an approved diploma in Management, Finance, Industrial Relations, International Relations or in a related discipline.
3. *Senior Training Officer*
- (a) A postgraduate qualification in Management, Industrial Relations, International Relations, Finance or in a related discipline. Not less than two years' experience is required; or
  - (b) Not less than three years' relevant experience, and
    - (i) a degree; or
    - (ii) membership of the Institute of Corporate Secretaries and Administrators or any other relevant professional qualification from a recognized institution.
4. *Training Officer*
- (a) A degree; or
  - (b) Membership of the Institute of Corporate Secretaries and Administrators or any other relevant professional qualification from a recognized institution.

**(65) TREASURY DEPARTMENT**

1. *Accountant General*
- (a) A degree in Accounting, in Management or in a related discipline. Not less than seven years' experience in a senior executive or accounting position is required; or
  - (b) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than five years' relevant experience.

In either case, considerable knowledge of Government Accounting would be an asset.

2. *Deputy Accountant General*

- (a) A degree in Accounting, in Management or in a related discipline. Not less than five years' experience in a senior executive or accounting position is required; or
- (b) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than three years' relevant experience.

In either case, considerable knowledge of Government Accounting would be an asset.

3. *Assistant Accountant General*

- (a) A degree in Accounting, in Management or in a related discipline. Not less than three years' experience in a senior executive or accounting position is required; or
- (b) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than two years' relevant experience.

In either case, considerable knowledge of Government Accounting would be an asset.

4. *Senior Machine Operator*

- (a) An associate degree in computer studies and not less than one year's relevant experience; or
- (b) At least four subjects at CXC General Proficiency level, including English Language and Typewriting at 35 w.p.m.; and not less than three years' relevant experience.

5. *Senior Records Sorter*

A secondary education. A thorough knowledge of binding techniques is required. Experience in all aspects and types of binding is also required.

6. *Records Sorter*

A secondary education.

7. *Building Supervisor*

- (a) An associate degree in Civil or Building Engineering; or
- (b) Not less than ten years' experience as a tradesman in a relevant trade.

**(66) WELFARE DEPARTMENT**1. *Chief Welfare Officer*

A degree in Social Work and not less than ten years' experience in the field of social work.

2. *Deputy Chief Welfare Officer*

A degree in Social Work and not less than seven years' experience in the field of social work.

3. *Senior Welfare Officer*

A degree in Social Work and not less than five years' relevant experience.

4. *Welfare Officer I*

A certificate in Social Work and not less than three years' relevant experience.

Advancement beyond the Qualification Bar is permitted at the due time on the acquisition of a degree in Social Work.

5. *Welfare Officer II*

- (a) A certificate in Social Work; or
- (b) Recruitment of officers in the grade of Clerical Officer, Teacher or Nurse.

**(67) YOUTH AFFAIRS****(i) GENERAL**1. *Director of Youth Affairs*

A degree in Social Work and not less than eight years' relevant experience.

2. *Public Relations Officer/Liaison Officer*

An approved qualification in Communications or in a related discipline. Not less than three years' relevant experience is required.

3. *Co-ordinator, Youth Project*

(a) A degree in Social Work; or

(b) A certificate in Social Work and not less than seven years' relevant experience.

**(ii) YOUTH DEVELOPMENT PROGRAMME**1. *Principal Youth Development Officer*

(a) A degree in Social Work and not less than five years' relevant experience; or

(b) A diploma in Social Work or a certificate in Social Work. Not less than six years' relevant experience is required; or

(c) Direct recruitment of persons with not less than ten years' experience in youth or community work. Not less than five years' experience at a supervisory or management level is required.

2. *Senior Youth Commissioner*

(a) A degree in Social Work and not less than three years' relevant experience; or

- 
- (b) A certificate in Social Work or a diploma in Social Work. Not less than seven years' relevant experience is required; or
- (c) Not less than ten years' experience in youth or community work, three of which must be in a supervisory position.
3. *Youth Commissioner I*
- (a) A certificate in Social Work or a diploma in Social Work. Not less than five years' relevant experience is required; or
- (b) Not less than ten years' experience in Youth or Community work.
4. *Youth Commissioner II*
- (a) A certificate in Social Work or a diploma in Social Work; or
- (b) Not less than three years' experience in youth or community work; or
- (c) Recruitment of officers in the grade of Clerical Officer, Teacher or Nurse.
- (iii) YOUTH ENTREPRENEURIAL SCHEME
1. *Manager, Youth Entrepreneurial Scheme*
- A degree in Management or in a related discipline. Not less than five years' relevant experience is required.
2. *Youth Entrepreneurial Officer*
- A degree in Management or in a related discipline. Not less than three years' relevant experience is required.
- (iv) BARBADOS YOUTH SERVICE
1. *Director*
- (a) A degree, preferably in Social Science; and not less than seven years' experience in youth work, community development or in a related field; or

- (b) Not less than ten years' experience in a disciplined organization such as the Barbados Defence Force or the Royal Barbados Police Force. Some experience in youth or community work is required.
2. *Office Supervisor*
- (a) The ability to supervise subordinates. Not less than three years' experience in purchasing and stores procedures is required; or
- (b) The qualifications for Senior Clerk or Assistant Accountant. Not less than three years' experience in Government Accounting at the level of Senior Clerk or at the level of Assistant Accountant is required.
3. *Nurse*
- A Registered Nurse.
4. *Qualified Teacher*
- (a) At least four subjects at CXC General Proficiency level 1 or 2, including English Language and either a teachers' training diploma or a teachers' training certificate; or
- (b) At least three subjects at CXC General Proficiency level 1 or 2, including English Language and two subjects at CXC Basic Proficiency level 3 or a combination of both CXC Basic Proficiency level 1 and General Proficiency level 3. A teachers' training diploma or a teachers' training certificate is also required.
5. *Cultural Arts Officer*
- (a) A diploma in drama or in a related art form. Not less than five years' relevant teaching experience is required; or
- (b) Not less than ten years' experience as a performer in Dance, Music, Drama or a related art form. Not less than three years' formal training in the art form is required.



6. *Furniture/Handicraft/Paint Instructor*

Not less than fifteen years' relevant experience, five of which must be in a supervisory position.

7. *Senior Counsellor*

A degree in Social Work, Social Administration or in Psychology. Not less than five years' experience in Counselling is required.

8. *Senior Programme Officer*

A degree, preferably in Social Science; and not less than five years' experience in youth work, community development or in a related field.

9. *Counsellor I*

A certificate in Social Work or Psychology. Not less than three years' experience in youth work, community development or in a related discipline is required.

Advancement beyond the Qualification Bar is permitted at the due time on the acquisition of a degree in Social Work or Psychology.

10. *Counsellor II*

(a) A certificate in Social Work or Psychology; or

(b) Recruitment of officers in the grade of Clerical Officer, Nurse or Teacher and not less than five years' experience in youth work.

11. *Warden*

A secondary education. Experience in First Aid application would be an asset.

12. *Head Cook*

A secondary education and not less than five years' relevant experience.

13. *Cook*

A secondary education and relevant experience.

14. *Programme Officer I*

A certificate in Social Work or Psychology. Not less than three years' experience in youth work, community development or in a related field is required.

Advancement beyond the Qualification Bar is permitted at the due time on the acquisition of a degree in Social Work or Psychology.

15. *Programme Officer II*

(a) A certificate in Social Work or Psychology; or

(b) Recruitment of officers in the grade of Clerical Officer, Nurse or Teacher and not less than five years' experience in youth work.