

**5.1. 2016 No. 92**

Public Service Act

CAP. 29

**PUBLIC SERVICE (QUALIFICATIONS) ORDER, 2016**

The Minister, in exercise of the powers conferred on him by section 13(1) (c) of the *Public Service Act*, makes the following Order:

1. This Order may be cited as the *Public Service (Qualifications) Order, 2016*.

2.(1) For the purpose of this Order,

"Approved" means approved by the Minister after consultation with the relevant head of department;

"Qualification Bar" has the same meaning as in the *Public Service (General) Order, 2016* (2016 No. );

"CAPE" means Caribbean Advanced Proficiency Examination;

"CSEC" means Caribbean Secondary Education Certificate;

"CVQ" means Caribbean Vocational Qualification;

"NVQ" means National Vocational Qualification.

(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:

(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*.

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

5. The *Civil Establishment (Qualifications) Order, 2001* (2001 No. 121) is revoked.

## SCHEDULE

*(Paragraph 3)**QUALIFICATIONS***Arrangement of Schedule**

- (1) Agriculture
  - (i) General
  - (ii) Central Agronomic Research Station
  - (iii) Entomology
  - (iv) Livestock Research
  - (iv) Soil Conservation
  - (v) Markets
- (2) Analytical Services
- (3) Archives Department
- (4) Attorney-General, Department of Public Prosecutions and Magistracy
- (5) Audit Department
- (6) Civil Aviation
- (7) Civil Service
- (8) Coastal Zone Management Unit
- (9) Commerce and Consumer Affairs
- (10) Community Development
- (11) Community Independence Celebrations Secretariat
- (12) Co-operatives Department
- (13) Corporate Affairs and Intellectual Property Office
- (14) Correctional Services
- (15) Criminal Justice Research and Planning Unit

*Schedule (Cont'd)*

- (16) Cultural Affairs Unit
- (17) Customs and Excise Department
  - Customs
  - (ii) Value Added Tax Unit
- (18) Data Processing Department
- (19) Defence and Security
- (20) Education, Science, Technology and Innovation
  - (i) Education
  - (ii) Education Technical Management Unit
  - (iii) Information Technology and Quality Assurance Unit
  - (iv) Erdiston College
  - (v) Samuel Jackman Prescod Polytechnic
  - (vi) Edna Nicholls Centre
  - (vii) Teaching Service
- (21) Electoral Department
- (22) Electrical Inspection
- (23) Emergency Management
- (24) Energy Division
- (25) Environmental Division
  - (i) General
  - (ii) Drainage
- (26) Environmental Protection Department
- (27) Finance and Economic Affairs
  - (i) Finance
  - (ii) Information Systems Unit
  - (iii) Public Investment Unit
  - (iv) Economic Affairs
  - (v) Office of the Supervisor of Insurance and Pensions

*Schedule (Cont'd)*

- (28) Financial Intelligence Unit
- (29) Fire Service
- (30) Fisheries
- (31) Foreign Affairs and Foreign Trade
  - (i) Foreign Affairs Division
  - (ii) Foreign Trade Division
- (32) Forensic Science Centre
- (33) Gender Affairs Bureau
- (34) General Service
- (35) Governor-General
- (36) Government Industrial Schools
- (37) Government Information Service
- (38) Government Printing Department
- (39) Government Procurement Department
- (40) Health
  - (i) General
  - (ii) Dental Health
  - (iii) Environmental Health
  - (iv) Vector Control Unit
  - (v) Interdepartmental Posts
  - (vi) Drug Service
  - (vii) Psychiatric Hospital
  - (viii) National Nutrition Department
  - (ix) A.C. Graham Development Centre
  - (x) Elayne Scantlebury Centre
  - (xi) Health Centres and Polyclinics
  - (xii) Nursing Service
  - (xiii) Geriatric Care

*Schedule (Cont ' d)*

- (xiv) HIV/AIDS Division
- (xv) Animal Control Unit
- (xvi) Environmental Sanitation Unit
- (xvii) Technical Management Services
- (xi) Aids Hostel
  
- (41) Housing
  - (i) General
  - (ii) Legal Unit
  
- (42) Immigration Department
  
- (43) Industry, International Business, Commerce and Small Business Development
  - (i) General
  - (ii) International Business
  - (iii) Office of Public Counsel
  - (iv) Office of Supervisor of Insolvency
  
- (44) Inland Revenue Department
  
- (45) International Transport
  
- (46) Labour
  - General
  - (ii) Anti-Discrimination Unit
  - (iii) Labour Department
  
- (47) Land Registry
  - (i) Land Adjudication
  - (ii) Land Registration
  
- (48) Land Tax Department
  
- (49) Lands and Surveys Department
  
- (50) Licensing Authority
  
- (51) Media Resources Department

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*Schedule (Con! 'd)*

- (52) Meteorological Services
- (53) National Council for Science and Technology
- (54) National Disability Unit
- (55) National **HIV/AIDS** Commission
- (56) National Insurance Department
- (57) National Library Service
- (58) Natural Heritage Department
- (59) Natural Resources Department
- (60) **Ombudsman**
- (61) Police Complaints Authority
- (62) Post Office
  
- (63) Prime Minister's Office and Cabinet Office
  - (i) General
  - (ii) Cabinet Office
- (64) Prime Minister's Official Residence
- (65) Prison Department
- (66) Probation Department
- (67) Public Sector Reform
- (68) Public Transport and Works
- (69) Registration Department
- (70) School Meals Department
- (71) Social Care

*Schedule (Cont'd)*

- (72) Sports
- (73) Statistical Service
- (74) Telecommunications Service
- (75) Tourism Division
- (76) Town and Country Planning
- (77) Training Administration Division
- (78) Treasury Department
- (79) Welfare Department
- (80) Youth Affairs
  - (i) General
  - (ii) Youth Development Programme
  - (iii) Youth Entrepreneurial Scheme
  - (iv) Barbados Youth Service



*Schedule (Cont'd)*

*QUALIFICATIONS*

**(1) AGRICULTURE**

(i) GENERAL

1. *Chief Agricultural Officer*

A postgraduate qualification in Agriculture or in a related discipline and not less than ten years' relevant postgraduate experience.

2. *Deputy Chief Agricultural Officer*

A postgraduate qualification in Agriculture or in a related discipline and not less than eight years' relevant postgraduate experience.

3. *Senior Veterinary Officer*

(a) registration to practice Veterinary Medicine in Barbados;

(b) A postgraduate qualification in Veterinary Medicine; and

(c) not less than five years' approved experience after qualifying in food-animal medicine.

4. *Veterinary Officer*

Registration to practice Veterinary Medicine in Barbados.

5. *Veterinary Pathologist*

Registration to practice Veterinary Medicine in Barbados and a postgraduate qualification in Diagnostic Veterinary Pathology.

6. *Senior Agricultural Officer*

A postgraduate qualification in Agriculture or in a related discipline and not less than five years' relevant postgraduate experience.

*Schedule (Cont'd)*

7. *Agricultural Officer I*
- A postgraduate qualification in Agriculture or in a related discipline and not less than three years' relevant postgraduate experience.
8. *Agricultural Officer II*
- A degree in Agriculture or in a related discipline.
9. *Senior Agricultural Assistant*
- An associate degree in Applied Science (Agriculture) and not less than five years' relevant experience.
10. *Agricultural Assistant I*
- An associate degree in Applied Science Agriculture.
11. *Agricultural Assistant II*
- At least four subjects at CSEC General Proficiency level, one of which must be a science subject.
12. *Senior Laboratory Assistant*
- (a) An associate degree in Science; or
- (b) Two CAPE certificates in science subjects.
- En either case, not less than five years' relevant experience is required.
13. *Laboratory Assistant I*
- (a) An associate degree in Science; or
- (b) Two CAPE certificates in science subjects.
14. *Laboratory Assistant II*
- At least four subjects at CSEC General Proficiency level, including English Language and a science subject.

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*Schedule (Cont'd)*

15. *Field Assistant*
- (a) A certificate in Agriculture from the Samuel Jackman Prescod Polytechnic or from a recognized institution; or
  - (b) A standard of education equal to the Caribbean Certificate of Secondary Level Competence and not less than one year's relevant experience.
16. *Farm Attendant*
- (a) A certificate in Agriculture from the Samuel Jackman Prescod Polytechnic or from a recognized institution; or
  - (b) A standard of education equal to the Caribbean Certificate of Secondary Level Competence and not less than one year's relevant experience.
17. *Laboratory Attendant*
- (a) A certificate in Agriculture from the Samuel Jackman Prescod Polytechnic or from a recognized institution; or
  - (b) A standard of education equal to the Caribbean Certificate of Secondary Level Competence and not less than one year's relevant experience.
18. *Veterinary Laboratory Technologist*
- (a) A degree in Natural Science, Microbiology, Biology, or Bio-chemistry; and not less than one year's relevant experience; or
  - (b) An associate degree in Medical Laboratory Technology and not less than three years' relevant experience.
19. *Veterinary Laboratory Technician*
- An associate degree in Medical Laboratory Technology.

*Schedule (Cont'd)*

20. *Trainee Veterinary Laboratory Technician*
- At least five subjects at CSEC General Proficiency level, including Mathematics and two science subjects.
21. *Senior Animal Health Assistant*
- A diploma in Animal Health and Veterinary Public Health and not less than five years' relevant experience.
22. *Animal Health Assistant I*
- A diploma in Animal Health and Veterinary Public Health.
23. *Animal Health Assistant II*
- At least four subjects at CSEC General Proficiency level, including English Language and a science subject.
24. *Plant Disease Supervisor*
- At least four subjects at CSEC General Proficiency level, including English Language and a science subject.
25. *Pesticide Control Inspector*
- (a) Two CAPE certificates in science subjects; or
- (b) An associate degree in Science.
- In either case not less than three years' relevant experience.
26. *Agricultural Aide*
- (a) At least four subjects at CSEC General Proficiency level, including English Language; or
- (b) The Certificate in Agriculture or Home Economics from the Samuel Jackman Prescod Polytechnic.
27. *Graphic Artist*
- An associate degree in Applied Arts (Graphic Design) and not less than one year's relevant experience.

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*Schedule (Cont'd)*27. *Graphic Artist*

An associate degree in Applied Arts (Graphic Design) and not less than one year's relevant experience.

28. *Photographer*

- (a) At least four subjects at CSEC General Proficiency; or
- (b) a certificate in Photography.

Not less than three years' experience in photography as well as knowledge of the fundamentals of photography and film processing is required.

29. *Technical Assistant I*

- (a) A Certificate in Agriculture from the Samuel Jackman Prescod Polytechnic or from a recognized institution; and not less than seven years' relevant experience; or
- (b) A secondary education and not less than ten years' relevant experience in Agriculture, and one year of relevant aggregated training.

30. *Technical Assistant II*

- (a) A Certificate in Agriculture from the Samuel Jackman Prescod Polytechnic or from a recognized institution and not less than five years' relevant experience; or
- (b) A secondary education and not less than seven years' relevant experience in Agriculture, and one year of relevant aggregated training.

31. *Technical Assistant III*

- (a) At least four subjects at CSEC General Proficiency level, including one science subject; or
- (b) A Certificate in Agriculture from the Samuel Jackman Prescod Polytechnic or from a recognized institution; and not less than three years' relevant experience; or

*Schedule (Cont 'd)*

- (c) At least two subjects at CSEC General Proficiency level, including one science subject and not less than five years' relevant experience.
- 32. *Technical Assistant IV*
  - (a) A Certificate in Agriculture from the Samuel Jackman Prescod Polytechnic or from a recognized institution; or
  - (b) A secondary education and not less than three years' relevant experience.
- 33. *Nursery Supervisor*

At least four subjects at CSEC General Proficiency level, including English Language and not less than one year's relevant experience.
- 34. *Land Surveyor*

A licensed Land Surveyor.
- 35. *Draughtsman*

An associate degree in Civil and Building Engineering.
- 36. *Foreman Mechanic*

Level II of the City and Guilds in Mechanics and not less than five years' relevant experience.
- 37. *Assistant Foreman Mechanic*

Level II of the City and Guilds in Mechanics and not less than three years' relevant experience.
- 38. *Superintendent of Works*

The Full Technological Certificate of the City and Guilds in Mechanics and not less than three years' relevant experience.

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*Schedule (Cont'd)*39. *Clerk of Works*

At least five subjects at CSEC General Proficiency level, including Mathematics and English Language and not less than three years' relevant experience.

40. *Foreman Operator*

At least four subjects at CSEC General Proficiency level and not less than five years' relevant experience.

Possession of a heavy equipment licence and evidence of supervisory ability is required.

41. *Field Foreman*

- (a) At least four subjects at CSEC 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 or from a recognized institution; and not less than three years relevant experience.

42. *Workshop Foreman*

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

43. *Plant Disease Inspector*

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

*Schedule (Cont'd)*44. *Statistician I*

A degree in Statistics or Social Sciences with substantial courses in Applied Statistics; and not less than three years' relevant experience.

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45. *Statistician II*

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

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## (ii) CENTRAL AGRONOMIC RESEARCH STATION

1. *Beekeeper*

A secondary education.

2. *Sprayman*

A secondary education.

3. *Budder*

A secondary education.

4. *Pump Attendant (CV)*

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

5. *Pump Attendant (C VIII)*

A secondary education.

## (iii) ENTOMOLOGY

*Entomological Worker*

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



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*Schedule (Cont 'd)*

## (iv) LIVESTOCK RESEARCH

*Livestock Attendant*

A secondary education.

## (v) SOIL CONSERVATION

1. *Budder/Grafter*

A secondary education.

2. *Assistant Storekeeper*

A secondary education.

3. *Gang Foreman*

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

4. *Pumping Station Operator*

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

5. *Tyreman*

A secondary education.

(vi) **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.

*Schedule (Cont 'd)*

2. *Manager, Fisheries Complex*
  - (a) An associate degree in Food Science, Food Technology or Environmental Health or in a related discipline; and
  - (b) a diploma in Management; and
  - (c) not less than five years' relevant experience.
3. *Senior Superintendent*

An associate degree in Environmental Health and the diploma for the Inspection of Meat and Other Foods; and not less than seven years' relevant experience.
4. *Superintendent*

An associate degree in Environmental Health and the diploma for the Inspection of Meat and Other Foods; and not less than five years' relevant experience.
5. *Senior Maintenance Technician*

Level II of the City and Guilds in Refrigeration and Air Conditioning, or Electrical Installation or Electronics; and not less than ten years' relevant experience.
6. *Maintenance Technician*

Level II of the City and Guilds in Refrigeration and Air Conditioning or Electrical Installation or Electronics; and not less than five years' relevant experience.
7. *Maintenance Supervisor*
  - (a) Level H of the City and Guilds in Refrigeration and Air Conditioning, and at least three years' experience as a Maintenance Technician; or
  - (b) An Associate degree in Mechanical and Electrical Engineering and not less than five years' experience in Commercial and Industrial Refrigeration; or

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*Schedule (Cont 'd)*

- (c) **The Licentiateship of the City and Guilds in Refrigeration and Air Conditioning** and not less than three years' relevant experience; or
  - (d) An Associate Member of the Institute of Refrigeration.
8. *Senior Supervisor*
- An associate degree in Environmental health and the Certificate for the Inspection of Meat and Other Foods; and not less than three years' relevant experience.
9. *Quality Control Inspector*
10. *Quality Control Officer*
- An associate degree in Environmental Health.
- Automatic advancement beyond the Qualification Bar is permitted on the acquisition of the appropriate diploma or certificate for the Inspection of Meat and Other Foods; and not less than four years' relevant experience.
11. *Supervisor*
- At least four subjects at CSEC General Proficiency level and not less than three years' relevant experience.
12. *Assistant Supervisor*
- At least four subjects at CSEC General Proficiency level. Evidence of the ability to supervise staff is required.
13. *Keeper*
- A secondary education.
14. *Crane/Forklift Operator*
15. *Forklift Operator*
- A secondary education and the possession of an appropriate driver's licence.

*Schedule (Cons 'd)*

16. *Refrigerator Plant Attendant/Relief Refrigerator Plant Attendant*
- The Caribbean Certificate of Secondary Level Competence. Experience in the operation of a refrigerator plant would be an asset.
17. *Cashier I*
- At least two subjects at CSEC General Proficiency level and not less than five years' experience as a Cashier II or in a related grade.
18. *Cashier II*
- (a) At least two subjects at CSEC General Proficiency level;  
or
- (b) The Caribbean Certificate of Secondary Level Competence and evidence of numerical skills.

**(2) ANALYTICAL SERVICES***Director*

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

2. *Assistant Director*

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

3. *Scientific Officer I*

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

4. *Scientific Officer II*

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

*Schedule (Cont'd)*5. *Senior Laboratory Assistant*

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

In the case of (b) and (c), not less than five years' relevant experience is required.

6. *Laboratory Assistant I*

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

7. *Laboratory Assistant II*

At least four subjects at CSEC General Proficiency level, including Mathematics and Chemistry.

8. *Laboratory Attendant*

The Caribbean Certificate of Secondary Level Competence.

## (3) ARCHIVES DEPARTMENT

1. *Chief Archivist*

A postgraduate degree in the study of Archives and not less than eight years' relevant postgraduate experience.

2. *Senior Archivist*

A postgraduate degree in the study of Archives and not less than six years' relevant postgraduate experience.

3. *Archivist*

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

*Schedule (Cont 'd)*

4. *Archives Assistant I*  
A degree.
5. *Archives Assistant II*  
An associate degree and not less than three years' relevant experience.
6. *Archives Assistant III*  
At least four subjects at CSEC General Proficiency level, including English Language.
7. *Senior Archives Technical Assistant*
  - (a) **A diploma in Archives Conservation** from a recognized 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) At least five subjects at CSEC General Proficiency Level, including English Language and Chemistry; and not less than five years' relevant experience.
8. *Archives Technical Assistant*  
At least five subjects at CSEC General Proficiency Level, including English Language and Chemistry. Experience in Hand-binding, Handicraft or Graphic Arts would be an asset.
9. *Assistant Technician*  
The Caribbean Certificate of Secondary Level Competence. Experience in Hand-binding, Handicraft, or Graphic Arts would be an asset.
10. *Archives Keeper*  
The Caribbean Certificate of Secondary Level Competence.

*Schedule (Com 'd)*(4) ATTORNEY GENERAL, DEPARTMENT OF PUBLIC PROSECUTIONS  
AND MAGISTRACY

1. *Solicitor General*
2. *Director of Public Prosecutions*

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

3. *Chief Parliamentary Counsel*
4. *Law Revision Commissioner*

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

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

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

9. *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.

10. *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.

11. *Senior Crown Counsel*
12. *Magistrate*

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

13. *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.

14. *Crown Counsel*
15. *Legislative Crown Counsel*

An Attorney-at-Law.

*Schedule (Cont 'd)*

(5) **AUDIT DEPARTMENT**

1. *Auditor General*

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

2. *Deputy Auditor General*

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

3. *Professional Auditor*

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

4. *Professional Auditor (Information Technology)*

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

5. *Principal Auditor (Information Technology)*

A degree in Information Technology or in a related discipline and not less than five years' relevant experience.

6. *Audit Manager*

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

(b) A postgraduate qualification in Auditing, Management or Law and not less than five years' relevant experience.

7. *Senior Auditor*

(a) A degree with a major in Accounting; or a degree in Management or Information Technology; and not less than three years' relevant experience; or



*Schedule (Cont'd)*

- (b) Completion of Level IV of the Certified General Accountants' (CGA) Association programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than three years' relevant experience.

8. *Auditor I*

- (a) A degree with a major in Accounting; or a degree in Management or Information Technology; and not less than two years' relevant experience; or
- (b) Completion of Levels 1 to 4 of the Certified General Accountant (CGA) Association programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than two years' relevant experience.

In each case, proficiency in auditing is required.

9. *Auditor II*

- (a) An associate degree with a major in Accounting or Information Technology and not less than two years' relevant experience; or
- (b) A CAPE certificate in Accounting and not less than three years' relevant experience.

10. *Audit Assistant*

Four subjects at CSEC General Proficiency level, including English Language and Accounts.

11. *Office Administrator*

A degree in Management or in a related discipline; and not less than three years' relevant experience.

12. *Auditor (Pensions)*

A degree in Accounts, Mathematics or Management; and not less than two years' relevant experience.

*Schedule (Cont 'd)*

**(6) CIVIL AVIATION**

*Director of Civil Aviation*

- (a) A postgraduate qualification in Aviation Management or in a related discipline and not less than nine years' relevant experience; or
- (b) A degree in Aviation Management or in a related discipline and not less than seven years' relevant experience.

In either case, must have held an Air Transport Pilot's Licence, an Aircraft Maintenance Engineer's Licence or an Air Traffic Control Licence.

2. *Flight Operations Inspector*

Must hold a Barbados Air Transport Pilot's Licence with not less than five thousand hours as a pilot of an air transport type aircraft.

Preference will be given to the holder of a degree in Aviation Management or in a related discipline.

Previous experience in flight operations activities and management would be an asset.

3. *Technical Officer*

- (a) A degree in Aviation Management or in a related discipline; and
- (b) An ICAO TRAINAR PLUS Training Developers Certificate; and
- (c) A Certificate in Communications, Navigation and Surveillance, Air Traffic Management or Performance Based Navigation; and
- (d) Qualified as a Course Developer with not less than three years' practical experience or an Instructor, with not less than five years' practical experience.

*Schedule (Cont'd)*

4. *Airworthiness Inspector*
  - (a) A degree in Airspace Engineering and a basic engineering licence; or
  - (b) Must hold an Aircraft Maintenance Engineer's Licence which is either
    - (i) type-related or approved on at least two types of aircraft; or
    - (ii) endorsed for Avionics Systems.  
  
Not less than eight years' experience as an aircraft maintenance technician in an aircraft maintenance facility, the airline industry or the military is required; or
  - (c) Not less than three years' supervisory or managerial experience in aircraft maintenance
    - (i) including experience in such positions as Lead Mechanic, Quality Assurance Inspector or Duty Engineer; and
    - (ii) experience in the maintenance and repair of airframes, power plants and systems of large aircraft over 5700 kg under a continuous airworthiness inspection and maintenance programme; or
    - (iii) experience in the provision of maintenance services for smaller aircraft up to the level of annual checks.
5. *Chief Air Traffic Control Officer*
  - (a) A degree in Management; and
    - (i) not less than three years' experience as Unit Chief; or
    - (ii) at least five years' experience as an Air Traffic Control Supervisor; or

*Schedule (Cont 'd)*

- (b) A certificate or a diploma in Management; and
  - (1) not less than five years' experience as a Unit Chief; or
  - (ii) at least eight years' experience as an Air Traffic Control Supervisor.

In either case, possession of an Air Traffic Control Licence with ratings in Aerodrome, Approach Procedural, Approach Radar, Area Procedural and Area Radar is required.

6. *Aerodrome and Air Traffic Services Inspector*

- (a) A degree in Management or in a related discipline and approved qualifications in Air Traffic Services and in the Inspection and Auditing of Aerodromes. Not less than three years' experience in a senior aviation management position is required; or
- (b) A degree in Management or in a related discipline and approved qualifications in Air Traffic Services and in the Inspection and Auditing of Aerodromes. Not less than eight years' experience as an Air Traffic Control Officer Grade 1 or five years' experience as an Air Traffic Control Supervisor is required.

7. *Aviation Security Inspector*

A degree in Aviation Management or in a related discipline; and possession of a certificate in Aviation Security from a recognized institution. Not less than five years' experience in the area of Aviation Security is required.

8. *Instructor*

- (a) Not less than three years' experience as an Air Traffic Control Supervisor; or
- (b) Not less than five years' experience as an Air Traffic Control Officer Grade I.

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*Schedule (Cone 'd)*

Possession of an approved course in Instructional Techniques and a valid Air Traffic Control (ATC) Licence with ratings in Aerodrome (ADC), Approach Procedural (APP-P), Approach Radar (APP-R), Area Procedural (ACC-P) and Area Radar (ACC-R) is required.

9. *Course Developer*

An Instructor with not less than three years' relevant experience and possession of an ICAO TRAINAR PLUS Training Developers certificate.

Must also be the holder of a valid Air Traffic Control (ATC) Licence with ratings in Aerodrome (ADC), Approach Procedural (APP-P), Approach Radar (APP-R), Area Procedural (ACC-P) and Area Radar (ACC-R).

10. *Chief Aeronautical Information Services Officer*

(a) A degree in Management and possession of appropriate training in the Management of Aeronautical Information Services and not less than seven years' experience at the level of Air Traffic Control Officer, Grade I; or

(b) Not less than ten years' experience at the level of Air Traffic Control Officer Grade 1 and appropriate training in the area of Aeronautical Information Services. Supervisory experience is required.

11. *Quality Assurance Officer*

A degree in a related discipline and not less than five years' experience in an Aviation, Quality assurance and Management environment.

12. *Unit Chief*

A certificate in Management and not less than five years' experience as an Air Traffic Control Supervisor. Must hold an Air Traffic Control (ATC) Licence with ratings in Aerodrome (ADC), Approach Procedural (APP-P), Approach Radar (APP-R), Area Procedural (ACC-P) and Area Radar (ACC-R).

*Schedule (Cant d)*13. *Air Traffic Control Supervisor*

Not less than three years' experience as an Air Traffic Control Officer Grade I. Must be the holder of an Air Traffic Control (ATC) Licence with ratings in Aerodrome (ADC), Approach Procedural (APP-P), Approach Radar (APP-R), Area Procedural (ACC-P) and Area Radar (ACC-R). Possession of a diploma or certificate in Management or Supervisory Management is required.

14. *Operations Officer*

Not less than seven years' experience as an Air Traffic Control Officer Grade II. Ratings in Instrument Flight Rules and Radar Control would be an asset.

15. *Air Traffic Control Officer Grade I*

- (a) Must be an Air Traffic Control Officer Grade II with not less than seven years' experience. The successful completion of an approved test is required; and
- (b) Must be the holder of an Air Traffic Control (ATC) Licence with ratings in Aerodrome (ADC), Approach Procedural (APP-P), Approach Radar (APP-R), Area Procedural (ACC-P) and Area Radar (ACC-R).

16. *Air Traffic Control Officer Grade II*

- (a) Must be a Licensed Air Traffic Controller holding ratings in Visual and Instrument Flight Rules and Radar Control; and
- (b) Must be the holder of ratings in Aerodrome (ADC), Approach Procedural (APP-P), Approach Radar (APP-R), Area Procedural (ACC-P) and Area Radar (ACC-R).

17. *Supervisor Aeronautical Information Services*

A certificate in Management, not less than seven years' experience as an Aeronautical Information Services Officer or an Air Traffic Control Officer. The successful completion of an Advanced Information Management course is required.

Supervisory experience is required.

*Schedule (Cont'd)*

18. *Personnel Licensing Officer*
- (a) An associate degree in Management, Public Administration or Business Administration and at least two years' relevant experience; or
  - (b) At least five subjects at CSEC General Proficiency Level and not less than five years' relevant experience.

In either case, must be the holder of a Pilot's Licence, an Aircraft Engineer licence or an Air Traffic Control (ATC) Licence. Approved training in aviation personnel licensing practices and procedures is required.

19. Aeronautical Information Services Officer

At least five subjects at CSEC General Proficiency level, including English Language and either Mathematics or Physics. Completion of a basic Aeronautical Information Service course is required.

Advancement beyond the Qualification Bar is permitted on the completion of an Advanced Aeronautical Information Service (AIS) Course after not less than seven years' relevant experience.

20. Air Traffic Control Cadet

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

(7) **CIVIL SERVICE**

(i) **GENERAL**

1. *Chief E-Government Development Officer*

- (a) A postgraduate degree in Computer Science or in a related discipline and not less than six years' relevant experience, three of which should be in the Management of a medium to large scale ICT project; or
- (b) A degree in Computer Science or in a related discipline and not less than eight years' relevant experience, three of which should be in the Management of a medium to large scale ICT Project.

*Schedule (Cont 'd)*2. *Principal Classification Officer*

- (a) A postgraduate degree in Human Resource Management, Industrial Relations, Management or in a related discipline; and not less than six years' relevant experience; or
- (b) A degree in Human Resource Management, Industrial Relations, Management or in a related discipline; and not less than seven years' relevant experience.

In both cases experience and training in job evaluation is required.

3. *E-Government Development Officer*

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

4. *Governance Officer*

A degree in Political Science and Law or in a related discipline and not less than six years' relevant experience.

## (ii) PERSONNEL ADMINISTRATION DIVISION

1. *Chief Personnel Officer*

- (a) A postgraduate qualification in Human Resource Management, Industrial Relations or in a related discipline; and not less than twelve years' relevant experience; or
- (b) A degree in Human Resource Management, Industrial Relations or Management (with emphasis in Human Resource Management) or in a related discipline; and not less than fourteen years' relevant experience.



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*Schedule (Cont'd)*2. *Deputy Chief Personnel Officer*

- (a) A postgraduate qualification in Human Resource Management, Industrial Relations or Management (with emphasis in Human Resource Management) or in a related discipline; and not less than nine years' relevant experience; or
- (b) A degree in Human Resource Management, Industrial Relations or Management with emphasis in Human Resource Management or a related discipline; and not less than ten years' relevant experience.

3. *Secretary to the Commissions*

A degree in Human Resource Management, Industrial Relations or Management (with emphasis in Human Resource Management) or a related discipline; and not less than six years' relevant experience.

## (S) COASTAL ZONE MANAGEMENT UNIT

1. *Director*

A postgraduate degree in Coastal Management, Coastal Engineering or in a related discipline; and not less than ten years' experience in a senior position.

2. *Deputy Director*

A postgraduate degree in Coastal Management, Coastal Engineering or in a related discipline; and not less than seven years' relevant experience.

3. *Coastal Planner*

- (a) A postgraduate degree in Coastal Management, Natural Resources Management or Environmental Science; and not less than one year's experience; or
- (b) A degree in Coastal Management, Natural Resources Management or Environmental Science; and not less than three years' relevant experience.

*Schedule (Cont'd)*

4. *Coastal Engineer*  
A postgraduate degree in Coastal or Maritime Engineering; and not less than five years' relevant experience.
5. *Marine Biologist I*  
A postgraduate degree in Marine Biology, Environmental Science or Marine Ecology; and not less than three year's relevant experience.
6. *Marine Biologist II*  
A degree in Marine Biology, Environmental Science or Marine Ecology.
7. *Technical Officer I*
  - (a) A postgraduate degree in Civil or Maritime Engineering; and not less than one year's relevant experience; or
  - (b) A degree in Civil or Maritime Engineering and not less than three years' relevant experience.
8. *Technical Officer II*  
A degree in Civil or Maritime Engineering.
9. *Water Quality Technician*  
A degree in Natural Science, Environmental Science or Marine Ecology.
10. *Research Officer*  
A degree in Environmental Science, Natural Science or in a related discipline; and not less than three years' relevant experience.
11. *Research Officer II*  
A degree in Environmental Science, Natural Science or in a related discipline.

*Schedule (font 'd)*

12. *Hydrographer*

- (a) A degree in Hydrographic Surveying, Geometries or Land Surveying; or
- (b) Successful completion of the first examination of the Barbados Land Surveyor's Board; and not less than four years' relevant experience.

13. *Field Inspector*

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

**(9) COMMERCE AND CONSUMER AFFAIRS**

1. Director

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

2. *Deputy Director*

- (a) A postgraduate degree in Management, Business Administration, Economics or Law and not less than three years' relevant experience; or
- (b) A degree in Management, Business Administration, Economics or Law; and not less than five years' relevant experience.

3. Senior Trade Officer

- (a) A postgraduate degree in Management, Economics or in a related discipline; and not less than three years' relevant experience; or
- (b) **A degree in Management, Economics or in a related discipline; and not less than five years' relevant experience.**

*Schedule (Cont'd)*

4. Senior Consumer Affairs Officer
- (a) A postgraduate degree in Management, Economics, Natural Science or in a related discipline; and not less than three years' relevant experience; or
- (b) A degree in Management, Economics, Natural Science or in a related discipline; and not less than five years' relevant experience.
5. Trade Officer
- (a) A postgraduate degree in Management, Economics or in a related discipline; and not less than one year's relevant experience; or
- (b) A degree in Management, Economics or in a related discipline; and not less than three years' relevant experience.
6. Trading Standards Officer
- (a) A postgraduate degree in Management, Economics, Natural Science or in a related discipline; and not less than one year's relevant experience; or
- (b) A degree in Management, Economics, Natural Science or in a related discipline; and not less than three years' relevant experience.
7. Trading Standard Inspector I
- (a) An associate degree in Natural Science; or
- (b) A certificate in Trading Standards or Legal Metrology; and not less than one years' relevant experience; or
- (c) At least four subjects at CSEC General Proficiency level, including English Language and Mathematics or Physics; and not less than three years' relevant experience.
- I  
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*Schedule (Cont'd)*

8. Trading Standard Inspector II
  - (a) A certificate in Trading Standards or Legal Metrology; or
  - (b) At least four subjects at CSEC General Proficiency level, including English Language, Mathematics or Physics.

**(10) COMMUNITY DEVELOPMENT**

1. *Chief Community Development Officer*

A degree in Social Work and a certificate or a diploma in Management; and not less than nine years' relevant experience.
2. *Deputy Chief Community Development Officer*

A degree in Social Work and a certificate or a diploma in Management; 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*

An associate degree in Social Work and not less than three years' relevant experience.

Advancement beyond the Qualification Bar is permitted on the acquisition of a degree in Social Work.
5. *Community Development Officer II*

An associate degree in Social Work and not less than one year's experience.
6. *Programme Co-ordinator*

A degree in Social Sciences, Management, Computer Science, or in a related discipline; and not less than three years' relevant experience.
7. *Community Development Aide*

Two subjects at CSEC General Proficiency, including English Language and at least one year's experience in community work.

*Schedule (Cont 'd)*

**(11) COMMUNITY INDEPENDENCE CELEBRATIONS SECRETARIAT**

1. *Co-ordinator*  
A degree in Public Administration, Management or a related discipline; and not less than three years' relevant experience.
2. *Promotions Officer*  
A degree in Mass Communications, Marketing or Public Relations; and not less than three years' relevant experience.
3. *Field Officer*  
A degree in Sociology or a related discipline.
4. *Project Assistant*  
Three subjects at CSEC General Proficiency level including English Language.

**(12) CO-OPERATIVES DEPARTMENT**

1. *Registrar*
  - (a) A professional qualification in Accounting and not less than five years' relevant experience; or
  - (b) A degree in Accounting, Commerce or Management; and not less than seven years' relevant experience.
2. *Deputy Registrar*
  - (a) A professional qualification in Accounting and not less than three years' relevant experience; or
  - (b) A degree in Accounting, Commerce or Management and not less than five years' relevant experience.
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

*Schedule (Cont'd)*

- (b) Completion of the Fundamentals 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 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 Foundation 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 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.
5. *Co-operative Officer II*
- An associate degree in Business Studies and not less than one year's relevant experience.

**(13) CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE**

1. *Registrar*
- An Attorney-at-Law of not less than seven years' standing. Training or experience is required in the areas of Corporate Law and Commercial Law, Tax Law and the law of Intellectual Property.
2. *Deputy Registrar*
- An Attorney-at-Law of not less than five years' standing.

*Schedule (Cont 'd)*

3. *Assistant Registrar*  
An associate degree in Para-legal Studies; and not less than seven years' relevant experience.
4. *Corporate Affairs Officer*  
An associate degree in Para-legal Studies; and not less than five years' relevant experience.
5. *Corporate Affairs Officer II*  
An associate degree in Para-legal Studies; and not less than three years' relevant experience.
6. *Vault Attendant*  
The Caribbean Certificate of Secondary Level Competence and basic computer literacy.

**(14) CORRECTIONAL SERVICES**

1. *Commissioner of Corrections*  
A degree in Management and not less than twelve years' relevant experience.
2. *Rehabilitation Services Officer*  
A degree in Social Work, Criminology or in a related discipline; and not less than three years' relevant experience.

**(15) CRIMINAL JUSTICE RESEARCH AND PLANNING UNIT**

1. *Director*
  - (a) A postgraduate qualification in Criminology, Criminal Justice or in a related Social Science discipline; and not less than seven years' relevant experience; or
  - (b) A postgraduate qualification in Management; and
    - (i) a degree in Criminology, Criminal Justice or in a related Social Science discipline; and
    - (ii) not less than eight years' relevant experience.



*Schedule (Cont'd)*

2. *Senior Research Officer*
  - (a) A postgraduate qualification in Social Science; and not less than two years' relevant experience; or
  - (b) A degree in a Social Science discipline; and not less than three years' experience in research or statistical analysis in a social science area.

**(16) CULTURAL AFFAIRS UNIT**

1. *Director of Cultural Policy and Research*
  - (a) A postgraduate degree in Cultural Policy, Cultural Studies or in a related discipline; and not less than six years' relevant experience; or
  - (b) A degree in Cultural Policy, Cultural Studies, Sociology or a related discipline; and not less than seven years' relevant experience.
2. *Senior Cultural Policy Officer*
  - (a) A postgraduate degree in Cultural Policy, Cultural Studies or in a related discipline; and not less than three years' relevant experience; or
  - (b) A degree in Cultural Studies, Sociology or in a related discipline; and not less than five years' relevant experience.
3. *Events Co-ordinator*

A degree or an equivalent qualification in Arts Management or Event Planning and Coordination; and not less than five years' relevant experience.
4. *Cultural Policy Officer I*

A degree in Cultural Studies, Sociology or a related discipline, and not less than three years' relevant experience.
5. *Cultural Policy Officer II*

A degree in Cultural Studies, Sociology or in a related discipline.

*Schedule (Cont'd)*

## (17) CUSTOMS AND EXCISE DEPARTMENT

(i) CUSTOMS \*1. *Comptroller*

A degree in Law, Accounting, Public Administration, or Management; and not less than ten years' relevant experience. A sound knowledge of customs or taxation related matters is required. c-

2. *Deputy Comptroller*

A degree in Law, Accounting, Public Administration, or Management; and not less eight years' relevant experience. A sound knowledge of customs or taxation related matters is required.

3. *Assistant Comptroller*

(a) A degree in Law, Accounting, Management, or Public Administration; and not less than five years' experience. Sound knowledge of customs or taxation related matters is required; or

(b) A diploma in Customs Management and not less than eight years' relevant experience.

4. *Human Resource Development Officer*

(a) A postgraduate qualification in Human Resource Management, Industrial Relations, or in a related discipline; and not less than five years' relevant experience; or,

(b) A degree in Human Resource Management, Industrial Relations, or in a related discipline; and not less than seven years' relevant experience. 4

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*Schedule (Cont'd)*

5. *Customs Officer I*
  - (a) A degree in Law, Accounting or Management; and
    - (i) the successful completion of specialized training in Customs and Excise techniques, methodologies and procedures; and
    - (ii) not less than three years' relevant experience; or
  - (b) An associate degree in Law, Accounting, or Management; and
    - (i) the successful completion of specialized training in Customs and Excise techniques, methodologies and procedures; and
    - (ii) not less than six years' relevant experience; or
  - (c) A diploma in Customs Management and not less than six years' relevant experience.
6. *Customs Officer II*
  - (a) A degree in Law, Accounting, Management, Business, or Public Administration; and
    - (i) the successful completion of specialized training in Customs and Excise techniques, methodologies, and procedures; and
    - (ii) not less than two years' relevant experience; or
  - (b) An associate degree in Law, Accounting, Management, Business or Public Administration; and
    - (i) the successful completion of specialized training in Customs and Excise techniques, methodologies and procedures; and
    - (ii) not less than five years' relevant experience; or
  - (c) A diploma in Customs Management and not less than five years' relevant experience.

*Schedule (Cont'd)*

7. *Customs Officer III*
- (a) A diploma in Customs Management, Accounting, Management or Public Administration; and
    - (i) specialized training in Customs and Excise procedures, techniques, methodologies, and procedures from a recognized educational or training institution; and
    - (ii) not less than two years' relevant experience; or
  - (b) At least four subjects at CXC General Proficiency level, including English Language; and
    - (i) specialized training in Customs and Excise procedures, techniques, methodologies, and procedures from a recognized educational or training institution; and
    - (ii) not less than three years' relevant experience.
8. *Chief Customs Guard*
- (a) At least two subjects at the CXC General Proficiency Level; and,
    - (i) the successful completion of an approved training course in Customs and Excise techniques; and
    - (ii) formal training in supervisory management; and
    - (iii) not less than five years' relevant experience; or
  - (b) the successful completion of an approved training course in Customs and Excise procedures, as well as supervisory management; and not less than eight years' relevant experience.
9. *Senior Customs Guard*
- (a) At least two subjects at the CXC General Proficiency Level; and
    - (i) the successful completion of an approved training course in Customs and Excise procedures; and

*Schedule (Cont'd)*

- (ii) not less than two years' relevant experience; or
- (b) the successful completion of an approved training course in Customs and Excise procedures, and not less than five years' relevant experience.

In each case, evidence of supervisory ability is required.

10. *Customs Guard*

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

11. *Forklift Driver/Porter (C II)*

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

(ii) VALUE ADDED TAX DIVISION

1. *Director*

- (a) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados and not less than seven years' relevant experience; or
- (b) A degree in Law, Accounting, or Management; and not less than nine years' relevant experience.

In either case, the successful completion of specialized training in taxation or revenue programmes is required.

2. *Deputy Director*

- (a) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados and not less than five years' relevant experience; or
- (b) A degree in Law, Accounting, or Management; and not less than seven years' relevant experience.

In either case, the successful completion of specialized training in taxation or revenue programmes is required.

*Schedule (Cont 'd)*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 recognized by the Institute of Chartered Accountants of Barbados.

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

4. *Senior Inspector*

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

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 Levels 1 to 4 of the Certified General Accountants (CGA) programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados and not less than three years' experience at the level of Senior Auditor; 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 three years' relevant experience; or

*Schedule (Cont'd)*

- (b) Completion of Level IV of the Certified General Accountants (CGA) Association programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados and not less than three years' experience in Accounting is required.

7. *Auditor*

- (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 examinations of the Certified General Accountant's programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than three years' relevant experience.

8. *Tax Officer*

- (a) An associate degree with a major in Accounting and not less than two years' relevant experience; or
- (b) A CAPE certificate in Accounting and not less than three years' relevant experience; or
- (c) A CAPE 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.

9. *Data Processing Officer*

A degree in Computer Science, Management Information Systems, or in a related discipline; and not less than two years' relevant experience.

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

- (a) A postgraduate degree in Computer Science or Management Information Systems; and not less than seven years' relevant experience; or

*Schedule (Cont'd)*

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

2. *Deputy Director*

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

3. *Operations Controller*

- (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 five years' relevant experience is required.

4. *Project Development Officer*

- (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 five years' relevant experience is required.



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*Schedule (Cont'd)*

5. *Systems Network Administrator*
- (a) A degree in Computer Science or in a related discipline; or
  - (b) A relevant certified information technology professional qualification.

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

6. *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.

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

In either case, not less than one year's relevant experience is required.

8. *Systems/Portal Administrator*
- (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 five years' relevant experience is required.

*Schedule (Cont 'd)*

9. *Network Administrator*
- (a) A degree in Computer Science or Management Information Systems; and not less than three years' relevant experience; or
  - (b) A relevant certified information technology professional qualification and not less than three years' relevant experience.
10. *Database Administrator*
- (a) A degree in Computer Science or in a related discipline and not less than three years' relevant experience; or
  - (b) A relevant certified information technology professional qualification and not less than three years' relevant experience.
11. *Application Support Specialist I*
- (a) An associate degree in Computer Science or in a related discipline; or
- A relevant certified information technology professional qualification.
- In either case, not less than three years' relevant experience is required.
12. *Application Support Specialist II*
- (a) An associate degree in Computer Science or a related discipline; or
  - (b) A relevant certified information technology professional qualification.
13. *Programmer's Assistant*
- An associate degree in Computer Studies or in a related discipline.
14. *Data Librarian*
- An associate degree in Computer Studies and not less than three years' relevant experience.

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*Schedule (Cont'd)*15. *Senior Computer Maintenance Officer*

- (a) An associate degree in Computer Studies or in a related discipline; or
- (b) At least five subjects at CSEC General Proficiency Level and successful completion of a Computer Maintenance Course.

In either case, not less than three years' relevant experience is required as well as evidence of supervisory ability.

16. *Computer Maintenance Officer*

- (a) An associate degree in Computer Studies or in a related discipline; or
- (b) At least four subjects at CSEC General Proficiency level and successful completion of a Computer Operator's course.

17. *User Support Specialist*

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

18. *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.

19. *Web Developer*

- (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 one year's relevant experience is required.

*Schedule (Cont 'd)*

**(19) DEFENCE AND SECURITY**

1. *Chief Security Officer*
  - (a) A postgraduate degree in Management, Business Administration or in a related discipline; and not less than six years' relevant experience in a military or para-military organisation; or
  - (b) A degree in Management, Business Administration or in a related discipline; and not less than seven years' relevant experience in a military or para-military organisation.
  
2. *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 organization.
  
3. *Security Officer I*
  - (a) The Caribbean Certificate of Secondary Level Competence and not less than eight years' experience in a recognized military or para-military organization. Evidence of the ability to supervise subordinate staff is required; or
  - (b) At least five subjects at CXC General Proficiency level; and least five years' experience at an executive or administrative level preferably in a military or para-military organization.

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*Schedule (Cont 'd)*

4. *Security Officer II*

The Caribbean Certificate of Secondary Level Competence and not less than five years' experience in a recognized military or para-military organization.

Evidence of supervisory ability is required.

Basic training in the principles of security would be an asset.

5. *Security Officer III*

The Caribbean Certificate of Secondary Level Competence and not less than three years' experience in a recognized military or para-military organization. Evidence of supervisory ability is required.

6. *Senior Security Guard*

A secondary education and not less than seven years' experience as a Security Guard or experience in a para-military organization.

Evidence of supervisory ability is required.

7. *Security Guard*

A secondary education. The possession of a valid police certificate of character is required.

(20) EDUCATION, SCIENCE, TECHNOLOGY AND INNOVATION

(i) EDUCATION

1. *Chief Education Officer*

(a) a postgraduate degree; and

(b) a certificate or a diploma in Education; and

(c) a certificate or a diploma in Management or Educational Leadership; and

not less than ten years' relevant experience is required.

*Schedule (Cont'd)*2. *Deputy Chief Education Officer*

- (a) a postgraduate degree; and
- (b) a certificate or a diploma in Education; and
- (c) a certificate or a diploma in Management or Educational Leadership; and

not less than eight years' relevant experience is required.

3. *Senior Education Officer*

- (a) a postgraduate degree; and
- (b) a certificate or a diploma in Education.

not less than eight years' relevant experience is required.

4. *Senior Psychologist*

A postgraduate degree in Clinical Psychology or Behavioural Psychology; and not less than eight years' relevant experience.

5. *Education Officer*

- (a) a degree; and
- (b) a certificate or a diploma in Education

not less than five years' relevant experience is required.

6. *Senior Internal Auditor*

- (a) A degree in Accounting, Management or in a related discipline; and not less than three years' relevant experience; or
- (b) Completion of the Fundamental 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.

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*Schedule (Cont'd)**7. Data Analyst*

- (a) A postgraduate degree in Computer Science, Statistics or the Social Sciences or a related discipline; and not less than two years' experience in the use of automated spreadsheets and database programmes; or
- (b) A degree in Computer Science, Statistics, the Social Sciences or the Decision Sciences or a related discipline; and not less than three years' experience in the use of automated spreadsheets and database programmes.

*8. Social Worker I*

An associate degree 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.

*9. Social Worker II*

An associate degree in Social Work.

*10. Auditor*

- (a) A degree in Accounting, Management or in a related discipline; and not less than two years' relevant experience; or
- (b) Completion of Levels I - 4 examinations of the Certified General Accountant's programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than two years' relevant experience.

*11. Senior School Attendance Officer*

A degree in Social Work or Sociology and not less than three years' relevant experience.

*Schedule (Cont 'd)*

12. *Equipment Operator*
- At least four subjects at CSEC General Proficiency level, including English Language and not less than three years' relevant experience.
13. *School Attendance Officer*
- (a) A degree in Social Work or Sociology; or
- (b) An associate degree in Social Work and not less than three years' relevant experience.
14. *Nursery Aide*
- The Caribbean Certificate of Secondary School Competence (CCSLC) and a certificate in basic child care.
15. *Maintenance Supervisor III*
- (a) An associate degree in Civil Engineering or Building Construction; and not less than three years' relevant experience; or
- (b) A City and Guilds Certificate at intermediate level in the relevant trade and not less than four years' relevant experience.
16. *Technician II*
- An associate degree in Civil or Building Engineering; and not less than three years' relevant experience.
17. *Research Officer I*
- (a) A postgraduate degree in Economics, Statistics, or in a Social Science discipline; and not less than one year's relevant experience; or
- (b) A degree in Economics, Statistics, or in a Social Science discipline; and not less than three years' relevant experience.



*Schedule (Cont'd)*

18. *Research Officer II*  
A degree in Economics, Statistics, or in a Social Science discipline.
  19. Senior Psychologist  
A postgraduate degree in Clinical Psychology and not less than 5 years' relevant experience.
- (ii) EDUCATION TECHNICAL MANAGEMENT UNIT
1. *Director*
    - (a) A postgraduate qualification in Project Management, Public Sector Management, Economics or in a related discipline; and not less than nine years' relevant experience; or
    - (b) A degree in Project Management, Public Sector Management, Economics or in a related discipline; and not less than ten years' relevant experience.
  2. *Assistant Director*
    - (a) A postgraduate qualification in Economics, Public Sector Management or in a related discipline; and not less than five years' relevant experience; or
    - (b) A degree in Economics, Public Sector Management or in a related discipline; and not less than seven years' relevant experience.
  3. *Technical Officer*
    - (a) A degree in Engineering and not less than four years' approved post graduate experience; or
    - (b) A Degree or a Diploma in Quantity Surveying and not less than four years' approved relevant post graduate experience; or
    - (c) Must be a Registered Architect in the United Kingdom with not less than four years' approved relevant post graduate experience; or

*Schedule (Cont 'd)*

- (d) A degree in Architecture and not less than four years' approved relevant post graduate experience; or
- (e) Must be a Registered Land Surveyor with not less than four years' relevant experience; or
- (f) A Higher National Certificate in Building or Engineering Technology or equivalent and not less than eight years' relevant approved post qualifying practical experience.

## INFORMATION TECHNOLOGY &amp; QUALITY ASSURANCE UNIT

1. *Director*

- (a) A postgraduate degree in Education and not less than five years' proven experience in planning, implementing and monitoring projects; or
- (b) A degree in Education and not less than seven years' proven experience in planning implementing and monitoring projects.

In either case, formal training in Project Management would be an asset.

2. *Quality Assurance Officer*

- (a) A degree in a Social Science discipline and not less than three years' relevant experience; or
- (b) a relevant certified IT professional qualification; and
- (c) a Certificate or a Diploma in the area of Education.

In each case, experience *in* the advanced principles, methods and techniques of Information Systems Design and Computer Operation is required.

3. *School Liaison Officer*

- (a) A degree in Information Technology or in a related discipline; and not less than three years' experience as a Teacher; or
- (b) A diploma in Education; and not less than five years' experience in Information Technology.

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*Schedule (Cont'd)*

4. *Procurement Officer*
  - (a) A degree in Procurement, Management or in a related discipline; and not less than two years' relevant experience; or
  - (b) An associate degree in Government Procurement and not less than five years' relevant experience.
- (iv) ERDISTON COLLEGE
  1. *Principal*
    - (a) A postgraduate degree in Educational Administration; and
      - (i) a certificate or a diploma in Education; and
      - (ii) not less than ten years' relevant experience; or
    - (b) A postgraduate degree; and
      - (i) a certificate or a diploma in Education;
      - (ii) a certificate or a diploma in Management or Educational Leadership; and
      - (iii) not less than ten years' relevant experience.
  2. *Deputy Principal*
    - (a) A postgraduate degree in Educational Administration, a certificate or a diploma in Education; and not less than eight years' relevant experience; or
    - (b) A postgraduate degree, a certificate or a diploma in Education, a certificate or a diploma in Management or Educational Leadership; and not less than eight years' relevant experience.
  3. *Senior Tutor*
    - (a) A post graduate qualification; and
    - (b) a certificate or a diploma in teacher training; and
    - (c) not less than seven years' relevant experience.

*Schedule (Cont 'd)*4. *Tutor*

- (a) A postgraduate qualification in the subject area of specialisation; and
- (b) a certificate or a diploma in teacher training; and
- (c) not less than five years' relevant experience.

## (v) SAMUEL JACKMAN PRESCOD POLYTECHNIC

I. *Principal*

- (a) A postgraduate degree in a technical or vocational subject or in Management; and
  - (i) a certificate in Education Administration; and
  - (ii) not less than ten years' relevant experience; or
- (b) The Higher National Diploma or Certificate; and
  - (i) a certificate in Education Administration; and
  - (ii) not less than twelve years' relevant experience.

2. *Deputy Principal*

- (a) A postgraduate degree in a technical or vocational subject or in Management; and
  - (i) a certificate in Education Administration; and
  - (ii) not less than five years' relevant experience; or
- (b) The Higher National Diploma Certificate; and
  - (i) a certificate in Education Administration and
  - (ii) not less than seven years' teaching experience.

*Schedule (Cont 'd)*3. *Registrar*

A postgraduate degree in Education Administration, Student Services or in a related discipline; and not less than five years' relevant experience.

4. *Guidance Officer*

(a) A degree in Guidance or in Counselling and not less than five years' relevant experience; or

(b) A degree; and

an approved qualification in Guidance Counselling; and

(ii) not less than five years' relevant experience.

5. *Curriculum Development/Liaison Officer*

(a) A postgraduate degree in Education or Curriculum Development and not less than three years' relevant experience; or

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

6. *Instructor I*

(a) A teachers' training certificate; and

(b) Level 4 NVQ or CVQ assessor certificate; and

(c) one of the following qualifications in the appropriate applicable discipline:

(i) A degree;

(ii) The Higher National Diploma;

(iii) The Higher National Certificate;

(iv) The Full Technological Certificate.

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

*Schedule (Cont d)*7. *Instructor II*

- (a) A teachers' training certificate, Level 4 NVQ or CVQ assessor 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 a Diploma;
  - (iii) The Private Secretary's Certificate;
  - (iv) An associate degree;
  - (v) Two CAPE certificates;
  - (vi) The City and Guilds Advanced Craft Certificate; or
- (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.

8. *Instructor III*

English Language at CSEC General Proficiency Level and not less than three years' relevant experience, and possession of 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 Diploma;

*Schedule (Cont'd)*

- (d) An Associate Degree;
- (e) Two CAPE certificates;
- (f) The Samuel Jackman Prescod Polytechnic diploma; or
- (g) The City and Guilds Advanced Craft Certificate.

Advancement beyond the Qualification Bar is permitted on the acquisition of a teachers' training certificate or not less than seven years' relevant experience.

9. *Computer/Network Technician*

- (a) A degree in Computer Science or Electronic Engineering; and not less than three years' relevant experience; or
- (b) A degree; and
  - (i) a diploma in Computer Science or a diploma Electronic Engineering; and
  - (ii) not less than three years' relevant experience.

(vi) EDNA NICHOLLS CENTER

1. *Programme Co-ordinator*

- (a) A postgraduate qualification in Social Work, Education or Psychology with particular emphasis on Counselling and not less than three years' relevant experience; or
- (b) A degree in Social Work, Education or Psychology with particular emphasis on Counselling and five years' relevant experience.

In either case, experience in administration and working with adolescents is required.

2. *Special Needs Educator*

A degree in Social Work, Psychology or in a related discipline; and not less than three years' relevant experience.

Experience in counselling and working with adolescents is required.

*Schedule (Cant 'd)*

3. *Social Worker*  
An associate degree 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. *Social Worker II*  
An associate degree in Social Work.
5. *Classroom Assistant*  
At least four subjects at CSEC General Proficiency level, including English Language. Experience in working with adolescents is required.
6. *Groundsman/General Worker*  
The Caribbean Certificate of Secondary Level Competence.  
The ability to undertake heavy duty tasks is required.

## (vii) TEACHING SERVICE

1. *Principal*  
A postgraduate degree; and
  - (a) a certificate, diploma or an associate degree in Education; and
  - (b) a certificate in Educational Management or in Educational Leadership or in a related discipline; and
  - (c) not less than ten years' relevant experience.



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*Schedule (Cont'd)*2. *Deputy Principal*

A postgraduate degree; and

- (a) a certificate, diploma or an associate degree in Education; and
- (b) a certificate in Educational Management or in Educational Leadership or in a related discipline; and
- (c) not less than seven years' relevant experience.

## 3. Graduate Teacher

A degree.

4. *Teacher (Special Grade)*

- (a) At least four subjects at CSEC General Proficiency Level 1 or 2, including English Language and a certificate or a diploma in one of the approved subject areas, gained after not less than two years full-time study; or
- (b) 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 duration.

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) and (b); and on the attainment of not less than eight years' relevant experience; or

*Schedule (Conte')*

- (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
  - (c) the acquisition of the Associateship of the Royal College of Music and the Special Teaching Diploma; or
  - (d) the acquisition of the Licentiate of the Royal Academy of Music and the Special Diploma of the College; or
    - (i) on the acquisition of the Full Technological Certificate, and
    - (ii) the attainment of not less than five years' relevant experience; and
    - (iii) the acquisition of an approved teachers' training certificate gained from a course of study of not less than one year's duration.
5. *Qualified Teacher*
- A certificate or associate degree in Education.
6. *Teacher*
- At least five subjects at CSEC General Proficiency Level including English Language, Mathematics and a Science subject.
7. *Guidance Counsellor*
- (a) A degree in Guidance and Counselling; or
  - (b) A degree and a certificate or a diploma in Guidance or Counselling.

*Schedule (Cont 'd)*

**(21) ELECTORAL DEPARTMENT**

1. *Chief Electoral Officer*
  - (a) A postgraduate degree in Law, Management or in a related discipline; and not less than nine years' relevant experience, five of which should be at a senior management level; or
  - (b) A degree in Law, Management or in a related discipline; and not less than ten years' relevant experience, five of which should be at a senior management level.
2. *Deputy Chief Electoral Officer*
  - (a) A postgraduate degree in Law, Management or in a related discipline; and not less than six years' relevant experience; or
  - (b) A degree in Law, Management, or in a related discipline; and not less than seven years' relevant experience.
3. *Assistant Chief Electoral Officer*
  - (a) A degree in Law, Management, or in a related discipline; and not less than three years' relevant experience; or
  - (b) A diploma in Law, Management or in a related discipline; and not less than five years' relevant experience.
4. *Senior Photographer*

At least five subjects at CSEC General Proficiency level, and not less than five years' experience as a Photographer. Experience in the use of equipment used in electoral registration is required.
5. *Photographer*

At least four subjects at CSEC General Proficiency level or a certificate in Photography; and not less than three years' relevant experience. Knowledge of the fundamentals of photography and film processing is required.

*Schedule (Cont 'd)*6. *Control Officer*

- (a) An associate degree or diploma; and not less than three years' relevant experience; or
- (b) At least four subjects at CSEC General Proficiency Level, including English Language and not less than five years' relevant experience.

7. *Assistant Photographer*

At least four subjects at CSEC General Proficiency level, including English Language. Experience in the use of equipment used in electoral registration would be an asset.

8. *Operator*

- (a) At least four subjects at CSEC General Proficiency Level or equivalent, including English Language; or
- (b) The Caribbean Certificate of Secondary Level Competence and not less than three years' relevant experience.

In each case, experience in the use and maintenance of relevant machinery is required.

**(22) ELECTRICAL INSPECTION**1. *Chief Electrical Officer*

Must be a registered professional Engineer with a degree in Electrical Engineering; and not less than ten years' relevant experience.

2. *Deputy Chief Electrical Officer*

A registered professional Engineer, a degree in Electrical Engineering; and not less than seven years' relevant experience.

3. *Engineer/Technical Officer I*

A registered professional Engineer, a degree in Electrical Engineering; and not less than four years' relevant experience.

*Schedule (Cont'd)***4.** *Chief Electrical Inspector*

- (a) An associate degree 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 degree in Electrical Engineering.

**6.** *Maintenance Supervisor I*

- (a) An associate degree 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) An associate degree in Electrical Installation and not less than five years' relevant experience; or
- (b) Level II of the City and Guilds in Electrical Installation and not less than seven years' relevant experience.

**8.** *Electrical Inspector*

- (a) An associate degree in Electrical Installation and not less than two years' relevant experience; or
- (b) Level II of the City and Guilds in Electrical Installation and not less than five years' relevant experience.

**9.** *Maintenance Technician I*

- (a) An associate degree in Electrical Engineering and not less than five years' relevant experience; or

*Schedule (Cont'd)*

- (b) Level II 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.

**(23) EMERGENCY MANAGEMENT**1. *Director of Emergency Services*

- (a) A postgraduate qualification in Disaster Management, Geography, Earth Sciences, Environmental Management, Physical or Coastal Planning or in a related discipline; and not less than five years' experience at a senior management level in the field of emergency management; or
- (b) A degree in Disaster Management, Geography, Earth Sciences, Environmental Management, Physical or Coastal Planning or in a related discipline; and not less than seven years' experience at a senior management level in the field of emergency management.

2. *Deputy Director of Emergency Services*

- (a) A postgraduate qualification in Disaster Management, Geography, Earth Sciences, Environmental Management, Physical or Coastal Planning or in a related discipline; and not less than three years' relevant experience; or
- (b) A degree in Disaster Management, Geography, Earth Sciences, Environmental Management, Physical or Coastal Planning or in a related discipline; and not less than five years' relevant experience.

3. *Programme Officer*

- (a) A degree in Disaster Management, Environmental Science, Geography, Emergency Management, Earth Sciences, Environmental Management, Physical or Coastal Planning or in a related discipline; or

*Schedule (Cant V)*

- (b) An associate degree in Environmental Science, Geography or in a related discipline; and not less than five years' relevant experience in Disaster or Emergency Management; or
- (c) Not less than seven years' military or para-military experience with an emphasis on operations or contingency planning.

**(24) ENERGY DIVISION**

1. *Chief Legal Officer*

An Attorney-at-Law of not less than ten years' standing and not less than seven years' relevant experience.

2. *Chief Project Analyst*

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

3. *Senior Technical Officer*

- (a) A postgraduate degree in Renewable Energy, Alternative Energy, Energy, Engineering, Physics or in a related discipline; and not less than five years' relevant experience; or
- (b) A degree in Renewable Energy, Alternative Energy, Energy, Engineering, Physics or in a related discipline; and not less than seven years' relevant experience.

4. *Technical Officer*

A degree in Renewable Energy, Alternative Energy, Engineering or Physics; and not less than four years' relevant experience.

5. *Technical Officer II*

A degree in Renewable Energy, Alternative Energy, Engineering, Physics or in a related discipline.

*Schedule (Cont 'd)*

## (25) ENVIRONMENTAL DIVISION

## (i) GENERAL

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; or

(b) A degree in Communications, Public Relations or in a related discipline.

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

3. *Environmental Officer*

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

4. *Research Officer I*

(a) A postgraduate qualification in Environmental Studies, Natural Science, Urban Planning or in a Social Science discipline; and not less than one year's relevant experience; or

(b) A degree in Environmental Studies, Natural Science, Urban Planning, Geography or in a Social Science discipline; and not less than three years' relevant experience.

5. *Research Officer II*

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

6. *Technician*

(a) An associate degree in Building or Civil Engineering; or

(b) An associate degree in Architectural Studies; or



*Schedule (Cont'd)*

- (c) A diploma in Tropical Agriculture.

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

(ii) DRAINAGE

1. Senior Technical Officer

A degree in Engineering, Physical Planning, Environmental Resource Development, Construction Management, Hydrology or in a related discipline; and not less than seven years' experience after graduating.

2. Technician I

- (a) A degree in Engineering, Surveying, Physical Planning, Environmental Resource Management or in a related discipline; or

- (b) **An associate degree in Civil and Building Engineering, Surveying, Environmental Science, or in a related discipline; and not less than three years' relevant experience; or**

- (c) **A Higher Technical Certificate in Operational Hydrology and not less than seven years' experience in a water resource, environmental or construction organisation; or**

- (d) A diploma in Hydrology and not less than ten years' experience in a water resource, environmental or construction organisation.

3. *Senior Well Inspector*

- (a) An associate degree in Civil and Building Engineering or Building Technology; and not less than three years' relevant experience; or

- (b) A Higher Technical Certificate in Operational Hydrology and not less than seven years' relevant experience.

*Schedule (Cont'd)***4.** *Inspector of Wells*

The General Technicians Certificate in Operational Hydrology and not less than five years' relevant experience.

**(26) ENVIRONMENTAL PROTECTION DEPARTMENT****1.** *Director*

- (a) A postgraduate degree in Chemical Engineering, Civil Engineering, Environmental Engineering or Environmental Management; and not less than seven years' relevant experience; or
- (b) A degree in Chemical Engineering, Civil Engineering, Environmental Engineering or Environmental Management; and not less than nine years' relevant experience.

**2.** *Deputy Director*

- (a) A postgraduate degree in Chemical Engineering, Civil Engineering, Environmental Engineering or Environmental Management; and not less than six years' relevant experience; or
- (b) A degree in Chemical Engineering, Civil Engineering, Environmental Engineering or Environmental Management; and not less than seven years' relevant experience.

**3.** *Senior Environmental Technical Officer*

- (a) A postgraduate degree in Chemical Engineering, Civil Engineering, Environmental Engineering, Environmental Management or Environmental Science; and not less than three years' relevant experience; or
- (b) A degree in Chemical Engineering, Civil Engineering, Environmental Engineering, Environmental Management or Environmental Science; and not less than five years' relevant experience.

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*Schedule (Cont 'd)*

4. *Technical Officer*
  - (a) A postgraduate degree in Chemical Engineering, Civil Engineering, Environmental Engineering or Environmental Science; and not less than two years' relevant experience; or
  - (b) A degree in Chemical Engineering, Civil Engineering, Environmental Engineering or Environmental Science; and not less than four years' relevant experience.
  
5. *Chief Building Development Officer*
  - (a) A postgraduate degree in Chemical Engineering, Civil Engineering, Environmental Engineering, Environmental Science, Environmental Health or Architecture; and not less than three years' relevant experience;
  - (b) A degree in Chemical Engineering, Civil Engineering, Environmental Engineering, Environmental Science, Environmental Health or Architecture; and not less than five years' relevant experience; or
  - (c) The Higher National Diploma in Building or Civil Engineering; and not less than six years' relevant experience; or
  - (d) An associate degree in Environmental Health, Environmental Science or Civil Engineering; and not less than ten years' relevant experience.
  
6. *Senior Environmental Protection Officer*
  - (a) A postgraduate degree in Civil, Chemical, or Environmental Engineering, Natural Science, Geology, Environmental Science or in a related discipline; and not less than two years' relevant experience; or
  - (b) A degree in Civil, Chemical, or Environmental Engineering, Natural Science, Geology, Environmental Science or in a related discipline; and not less than four years' relevant experience.

*Schedule (Cont*

7. *Senior Marine Pollution Officer*
  - (a) A postgraduate degree in Chemical Engineering, Civil Engineering, Environmental Engineering, Natural Science, Geology or Environmental Science or in a related discipline; and not less than two years' relevant experience; or
  - (b) A degree in Chemical Engineering, Civil Engineering, Environmental Engineering, Chemistry, Biology, Geology or Environmental Science or in a related discipline; and not less than four years' relevant experience.
8. *Marine Pollution Officer*
  - (a) A degree in Chemical Engineering, Civil Engineering, Environmental Engineering, Chemistry, Biology, Geology or Environmental Science or in a related discipline; and not less than two years' relevant experience; or
  - (b) An associate degree in Environmental Science, Environmental Health, or Civil Engineering Technology; and not less than four years' relevant experience.
9. *Senior Buildings Development Officer*
  - (a) A degree in Civil Engineering, Chemical Engineering, Environmental Engineering, Public Health, Environmental Science or Architecture or in a related discipline; and not less than three years' relevant experience; or
  - (b) A diploma or an associate degree in Environmental Health, Environmental Science or Civil Engineering Technology; and not less than six years' relevant experience.
10. *Senior Environmental Technician*
  - (a) A postgraduate degree in Chemical Engineering, Civil Engineering, Environmental Engineering, Natural Science, Geology or Environmental Science or in a related discipline; and not less than two years' relevant experience; or

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*Schedule (Com'd)*

- (b) A degree in Chemical Engineering, Civil Engineering, Environmental Engineering, Natural Science, Geology or Environmental Science or in a related discipline; and not less than four years' relevant experience.
- 11. Environmental Technician
  - (a) A degree in Chemical Engineering, Civil Engineering, Environmental Engineering, Natural Science, Geology or Environmental Science; and not less than two years' relevant experience; or
  - (b) An associate degree in Civil Engineering, Chemical Engineering, Environmental Engineering, Environmental Science or Environmental Health; and not less than four years' relevant experience.
- 12. *Environmental Inspector I*
  - (a) An associate degree in Environmental Health, or in Civil or Building Engineering; or
  - (b) Level II of the City and Guilds in Civil or Building Engineering and at least two years' relevant experience.
- 13. *Environmental Inspector II*

At least four subjects at CSEC General Proficiency level including English Language and a science subject.
- 14. *Draughtsman/Technician*

An associate degree in Civil or Building Engineering.
- 15. *Buildings Development Officer*
  - (a) A degree in Civil or Environmental Engineering, Environmental Science or Architecture; and not less than two years' relevant experience; or
  - (b) A diploma or associate degree in Environmental Science, Environmental Health or Civil Engineering Technology; and not less than four years' relevant experience.

*Schedule (Cont 'd)*

16. *Environmental Protection Officer*
- (a) A degree in Chemical, Civil or Environmental Engineering; Natural Science, Geology, Environmental Science, or in a related discipline; and not less than two years' relevant experience; or
  - (b) An associate degree in Chemical, Civil or Environmental Engineering; Natural Science, Geology, Environmental Science, or in a related discipline; and not less than three years' relevant experience.
17. *Building Development Inspector*
- An associate degree in Environmental Science, Environmental Health, Civil Engineering Technology; and not less than three years' relevant experience.
18. *Environmental Technical Officer*
- (a) A postgraduate degree in Chemical Engineering, Civil Engineering, Environmental Engineering or Environmental Science; and not less than two years' relevant experience; or
  - (b) A degree in Chemical Engineering, Civil Engineering, Environmental Engineering or Environmental Science; and not less than four years' relevant experience.
19. *Senior Environmental Inspector*
- (a) A degree in Chemical Engineering, Civil Engineering, Environmental Engineering, Environmental Science, Geology or Natural Science or in a related discipline; and not less than two years' relevant experience; or
  - (b) An associate degree in Chemical Engineering, Civil Engineering, Environmental Science, Environmental Health, Environmental Engineering, Geology or Natural Science or in a related discipline; and not less than three years' relevant experience; or

*Schedule (Cont 'd)*

- (c) Level II of the City and Guilds in Civil and Building Engineering; and not less than five years' relevant experience.

**(27) FINANCE AND ECONOMIC AFFAIRS**

(i) FINANCE

1. *Director of Finance and Economic Affairs*

- (a) A postgraduate qualification in Economics, Finance, or in a related discipline; and not less than twelve years' relevant experience; or
- (b) A degree in Economics, Finance, or in a related discipline; and not less than fourteen years' relevant experience.

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

2. *Chief Budget Analyst*

- (a) A postgraduate qualification in Economics, Finance, or Accounting; and not less than five years' relevant experience; or
- (b) A degree in Economics, Finance, or Accounting; and not less than seven years' relevant experience; or
- (c) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados and not less than seven years' relevant experience.

3. *Senior Budget Analyst*

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

*Schedule (Cont'd)*

4. *Budget Analyst I*
- (a) A postgraduate qualification in Economics, Statistics, Mathematics, Accounting or Management; and not less than one year's relevant experience; or
  - (b) A degree in Economics, Statistics, Mathematics, Accounting or Management; and 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; and not less than three year's relevant experience.

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

6. *Chief Management Accountant*
- A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados and not less than seven years' relevant experience.

(ii) INFORMATION SYSTEMS UNIT

1. *Director of Information Systems*
- (a) A postgraduate qualification in Computer Science or Management Information Systems; and not less than six years' relevant experience; or
  - (b) A degree in Computer Science, Management Information Systems or in a related discipline; and not less than eight years' relevant experience.

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



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*Schedule (Cont'd)*

2. *Deputy Director, Information Systems*
  - (a) A postgraduate qualification in Computer Science, Management Information Systems or a related discipline; and not less than five years' relevant experience; or
  - (b) A degree in Computer Science, Management Information Systems or a related discipline; and not less than seven years' relevant experience.
  
3. *Systems Administrator*

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

A sound knowledge of systems development is required.
  
4. *Database Administrator*

A degree in Computer Science and not less than three years' relevant experience.
  
5. *Technical Support Specialist*
  - (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 a minimum of three years relevant experience is required.
  
6. *Systems Analyst/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.

In either case, not less than one year's relevant experience is required.

*Schedule (Cont'd)*

## (iii) PUBLIC INVESTMENT UNIT

1. *Manager, Public Investment Unit*
  - (a) A postgraduate qualification in Project Management, Economics or in a related discipline; and not less than eight years' relevant experience; or
  - (b) A degree in Economics or in a related discipline and not less than nine years' relevant experience.
2. *Chief Project Analyst*
  - (a) A postgraduate qualification in Project Management, Economics or in a related discipline; and not less than five years' relevant experience; or
  - (b) A degree in Economics or in a related discipline and not less than seven years' relevant experience.
3. *Senior Project Analyst*
  - (a) A postgraduate qualification in Project Management, Economics or in a related discipline; and not less than two years' relevant experience; or
  - (b) A degree in Economics or in a related discipline and not less than three years' relevant experience.
4. *Project Analyst I*
  - (a) A postgraduate qualification in Project Management, Economics or in a related discipline; and not less than one year's relevant experience; or
  - (b) A degree in Economics or in a related discipline and not less than two years' relevant experience.
5. *Project Analyst II*

A degree in Economics or in a related discipline.

*Schedule (Cant 'd)*

## (iv) ECONOMIC AFFAIRS

I. *Economic Adviser*

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

2. *Director of Research*

- (a) A postgraduate qualification in Economics or in a related discipline and not less than six years' relevant experience; or
- (b) A degree in Economics or in a related discipline and not less than eight years' relevant experience.

## (v) OFFICE OF THE SUPERVISOR OF INSURANCE &amp; PENSIONS -

I. *Deputy Supervisor of Insurance and Pensions*

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

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

2. *Assistant Supervisor of Pensions*

- (a) A degree in Actuarial Science or other mathematical discipline; or
- (b) A professional qualification in Accounting, Insurance or Actuarial Science; and not less than five years' relevant experience.

*Schedule (Cant 'd)***(28) FINANCIAL INTELLIGENCE UNIT**

1. *Director*
  - (a) An Attorney-at-Law of not less than five years' standing and not less than three years' relevant experience; or
  - (b) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados and not less than five years' relevant experience; or
  - (c) A degree in Finance or in a related discipline; and not less than seven years' relevant experience.
2. *Senior Analyst*
  - (a) An Attorney-at-Law of not less than three years' standing; and not less than one year's relevant experience; or
  - (b) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than three years' relevant experience; or
  - (c) A degree in Finance or in a related discipline; and not less than five years' relevant experience.
3. *Analyst*
  - (a) An Attorney-at-Law; or
  - (b) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; or
  - (c) A degree in Finance or in a related discipline; and not less than two years' relevant experience.
4. *Administrative Secretary*
  - (a) The Private Secretary's Certificate and not less than five years' relevant' experience; or
  - (b) At least four subjects at CSEC General Proficiency level, including English Language, Shorthand or another means of taking dictation at 80 w.p.m. and typewriting; and not less than five years' relevant experience. Proven training in and knowledge of word processing is required.

Experience in Office Management would be an asset.

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*Schedule (Cont 'd)*

## (29) FIRE SERVICE

1. *Chief Fire Officer*
  - (a) A degree in Management or in a related discipline; and
    - (i) specialised **training in Fire Service** Management; and
    - (ii) **not less than ten years' experience** at an administrative level; or
  - (b) Specialized training in Fire Service Management and not less than twelve years' experience at an administrative level.
2. *Deputy Chief Fire Officer*
  - (a) A degree in Management or in a related discipline; and
    - (i) specialised **training in Fire Service** Management; and
    - (ii) **not less than seven years' experience** at an administrative level; or
  - (b) Specialized training in Fire Service Management and not less than nine years' experience at an administrative level.
3. *Divisional Officer*
  - (a) A degree in Management or in a related discipline; and
    - (i) not less than five years' relevant experience; and
    - (ii) specialized Fire Service training; or
  - (b) An associated degree or diploma in Management or in a related discipline; and
    - (i) not less than seven years' relevant experience; and
    - (ii) specialized Fire Service training; or
  - (c) Specialized training in Fire Service Management and not less than nine years relevant experience.

*Schedule (Cant 'd)*4. *Station Officer*

- (a) A degree in Management or in a related discipline; and not less than three years' relevant experience; or
- (b) An associate degree or diploma in Management or in a related discipline; and not less than five years' relevant experience; or
- (c) **A Level 3 Diploma in Fire Science from the Institute of Fire Engineers** or an equivalent qualification; and not less than six years' relevant experience; or
- (d) Specialized Fire Service Management training and not less than seven years' relevant experience.

In each case, successful completion of Fire Service Training for officers at the level of Station Officer is required.

5. *Sub-Officer*

- (a) **A Level 3 Diploma in Fire Service from the Institute of Fire Engineers** or an equivalent qualification; and not less than five years' relevant experience; or
- (b) **A Level 3 Certificate in Fire Science from the Institute of Fire Engineers** or an equivalent qualification; and
  - (i) successful completion of a minimum standard of training for officers at the level of Sub-Officer; and
  - (ii) not less than seven years' relevant experience; or
- (c) The successful completion of a Senior Command Course or an equivalent course; and
  - (i) the minimum standard of training for officers at the level of Sub-Officer; and
  - (ii) not less than eight years' relevant experience.

*Schedule (Contd)*6. *Leading Fire Officer*

- (a) A Level 3 Certificate in Fire Science from the Institute of Fire Engineers or an equivalent qualification and not less than five years' relevant experience; or
- (b) At least four CSEC subjects at the General Proficiency Level, including English Language; and not less than five years' relevant experience; or
- (c) A certificate in Supervisory Management; and
  - (i) successful completion of specialized Fire Service training; and
  - (ii) not less than seven years' relevant experience.

In each case, successful completion of the minimum standard of training for Leading Fire Officers is required.

7. *Fire Officer*

At least three CSEC subjects at General Proficiency Level, including English Language; and

- (i) successful completion of the Barbados Fire Service Recruit Training Course; and
- (ii) successful completion of the physical and theoretical entrance examination.

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

- (a) A postgraduate qualification in Fisheries Science, Management, or Fisheries Technology; and not less than five years' relevant experience; or
- (b) A degree in Biological Sciences with specialization in Fisheries Science, Fisheries Management or Fisheries Technology; and not less than seven years' relevant experience.

*Schedule (Cont 'd)*

2. *Deputy Chief Fisheries Officer*

A degree in Biological Sciences with specialization in Fisheries Science, Fisheries Management, or Fisheries Technology; and not less than five years' relevant experience.
3. *Principal Fisheries Assistant*

A degree in Science, Technology or Engineering; and not less than three years' relevant experience.
4. *Fisheries Biologist*
  - (a) A postgraduate qualification in Fisheries or Marine Biology; and not less than one year's relevant experience; or
  - (b) A degree in Biological Science with specialisation in Fisheries Biology, Marine Biology or Aquatic Science; and not less than three years' relevant experience.
5. *Fisheries Biologist II*

A degree in Biological Science with specialization in Fisheries Biology, Marine Biology or Aquatic Science.
6. *Senior Fisheries Assistant*

A degree in Science, Technology or Engineering.
7. *Senior Vessel Inspector*
  - (a) A degree in Marine Surveying, Naval Architecture, Marine Engineering; or
  - (b) A diploma in Marine Surveying or in a related discipline and not less than three years' relevant experience.
8. *Fisheries Assistant I*
  - (a) At least four subjects at CSEC General Proficiency level, including English Language, Mathematics and one science subject; or



*Schedule (Cont'd)*

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

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

9. *Fisheries Assistant II*

- (a) Level II of the City and Guilds in Auto Mechanics; or
- (b) not less than ten years' experience in the repair of marine engines.

10. *Data Collector*

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

- (a) a CAPE certificate in either Biology or Mathematics; and
- (b) not less than three years' relevant experience.

**(31) FOREIGN AFFAIRS AND FOREIGN TRADE**

**(i) FOREIGN AFFAIRS DIVISION**

**I. *Chief of Protocol***

- (a) A postgraduate qualification in International Relations or in a related discipline and not less than nine years' relevant experience; or
- (b) A degree in International Relations or in a related discipline and not less than ten years' relevant experience.

**2. *Counsellor (International Trade)***

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

*Schedule (Cont'd)*

3. *Senior Foreign Service Officer*
  - (a) A postgraduate qualification in International Relations or in a related discipline, and not less than six years' relevant experience; or
  - (b) A degree in International Relations and not less than seven years' relevant experience.
  
4. *Foreign Service Officer I*
  - (a) A postgraduate qualification in International Relations or in a related discipline, and not less than two years' relevant experience; or
  - (b) A degree in International Relations and not less than three years' relevant experience.
  
5. *Foreign Service Officer II*

A degree in International Relations or in a related discipline.
  
6. *Cypher Officer I*
  - (a) The Private Secretary's diploma and not less than five years' experience as a Secretary; or
  - (b) At least four subjects at CSEC General Proficiency level, including English Language and Electronic Document Preparation and Management or a related discipline; and not less than seven years' experience as a Secretary.
  
7. *Cypher Officer II*
  - (a) The Private Secretary's diploma and not less than three year's relevant experience; or
  - (b) At least four subjects at CSEC General Proficiency level, including English Language and Electronic Document Preparation and Management or a related discipline; and not less than five years' relevant experience.

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

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*Schedule (Cont 'd)*8. *Assistant Cypher Officer*

At least four subjects at CSEC General Proficiency level including English Language and Electronic Document Preparation and Management or a related discipline.

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

9. *Manager, VIP Lounge*

An associate degree in Public Sector Management, Hospitality Studies or in a related discipline; and not less than three years' relevant experience.

10. *Protocol Assistant*

At least five subjects at CSEC General Proficiency Level, including English Language and a foreign language; and not less than three years' relevant experience.

## (ii) FOREIGN TRADE DIVISION

*Director of Trade*

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

**(32) FORENSIC SCIENCE CENTRE**1. *Director*

A postgraduate degree in Forensic Science, Criminology, or Toxicology; and

- (a) a certificate or a diploma in Financial Management or Human Resource Management; and
- (b) not less than nine years' relevant experience.

*Schedule (Cont'd)*2. *Pathologist*

A Fully Registered Medical Practitioner with an approved postgraduate degree in pathology and not less than four years' relevant experience.

3. *Deputy Director*

A postgraduate degree in Forensic Science, Criminalistics, or Toxicology; and

(a) a certificate or a diploma in Human Resource Management or Financial Management; and

(b) not less than seven years' relevant experience.

4. *Quality Control Officer*

(a) A postgraduate degree in Chemistry or in a related discipline, and relevant training in the area of Quality Control and Auditing; and not less than three years' experience in a quality control environment; or

(b) A degree in Chemistry or in a related discipline; and

(i) relevant training in the area of Quality Control and Auditing; and

(ii) not less than five years' experience in a quality control environment.

5. *Senior Forensic Scientist*

A postgraduate degree in Forensic Science, Criminalistics or Toxicology; and not less than five years' experience as a Forensic Scientist or Criminalist.

6. *Forensic Scientist/Criminalist I*

A postgraduate degree in Forensic Science, Criminalistics or Toxicology; and not less than three years' relevant experience as a Forensic Scientist/Criminalist.

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*Schedule (Cont 'd)*

7. *Forensic Scientist/Criminalis111*

A degree in Forensic Science or in a related discipline

8. *Maintenance Co-ordinator*

A degree in Estate Management or in a related discipline and not less than three years' relevant experience.

9. *Forensic Liaison Officer*

A degree.

10. *Evidence Officer*

An associate degree in a science subject or Computer Science.

11. *Forensic Support Officer*

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

12. *Laboratory Assistant /*

An associate degree in a science subject.

13. *Laboratory Assistant 11*

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

(33) **GENDER AFFAIRS BUREAU**

1. *Director*

- (a) A degree with a minor in Gender and Development Studies and not less than six years' relevant experience; or
- (b) A diploma or certificate in Gender and Development Studies and not less than seven years' relevant experience.

*Schedule (Cont'd)*

2. *Programme Officer*
  - (a) A degree with a minor in Gender and Development Studies and not less than three years' relevant experience; or
  - (b) A diploma or certificate in Gender and Development Studies and not less than four years' relevant experience.
3. *Research Officer I*

A degree in a Social Science discipline and not less than three years' relevant experience.
4. *Research Officer II*

A degree in a Social Science discipline.

**(34) GENERAL SERVICE**

1. *Permanent Secretary*
  - (a) A postgraduate qualification in Public Sector Management, Management, Finance, Human Resources Management, Economics, or in a related discipline; and not less than three years' experience at the level of Deputy Permanent Secretary or a related grade; or
  - (b) A degree in Public Sector Management, Management, Finance, Human Resources Management, Economics or in a related discipline; **and** not less than five years' experience at the level of Deputy Permanent Secretary or a related grade.

In either case, evidence of continuing education in a relevant area is required.
2. *Deputy Permanent Secretary*
  - (a) A postgraduate qualification in Public Sector Management, Management, Finance, Human Resources Management, Economics or in a related discipline; and not less than three years' experience at the level of Senior Administrative Officer or a related grade is required; or

*Schedule (Cont 'd)*

- (b) A degree in Public Sector Management, Management, Finance, Human Resources Management, Economics or in a related discipline; and not less than five years' experience at the level of Senior Administrative Officer or a related grade.

In either case, evidence of continuing education in a relevant area is required.

3. *Senior Administrative Officer*

- (a) A postgraduate qualification in Public Sector Management, Management, Finance, Human Resources Management, Economics or in a related discipline; and not less than three years' experience at the level of Administrative Officer I or a related grade; or
- (b) A degree in Public Sector Management, Management, Finance, Human Resources Management, Economics or in a related discipline; and not less than three years' experience at the level of Administrative Officer I or a related grade.

4. *Principal Personnel Officer*

- (a) A postgraduate qualification in Human Resources Management, Industrial Relations or in a related discipline; and not less than six years' experience in human resource management or human resource development ; or
- (b) A degree in Human Resources Management, Industrial Relations, or in a related discipline; and not less than seven years' experience in human resource management or human resource development; or
- (c) A degree and a diploma in Human Resources Management and not less than seven years' experience in human resource management or human resource development.

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

*Schedule (Cont 'd)*

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

9. *Chief Economist*
  - (a) A postgraduate qualification in Economics and not less than six years' relevant experience; or
  - (b) A degree in Economics and not less than eight years' relevant experience.
  
10. *Finance Officer*
  - (a) A degree in Accounting or Finance; and not less than seven years' relevant experience; 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; and not less than seven years' relevant experience.
  
11. *Senior Economist*
  - (a) A postgraduate qualification with a major in Economics and not less than two years' relevant experience; or
  - (b) A degree in Economics and not less than three years' relevant experience.
  
12. *Senior Accountant*
  - (a) A degree in Accounting and not less than three years' experience 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; and not less than five years' relevant experience in Accounting.



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*Schedule (Cont'd)*

13. *Administrative Officer I*
- (a) A postgraduate qualification in Management, Public Sector Management, or in a related discipline; and not less than two years' relevant experience; or
  - (b) A degree in Management, Public Sector Management, or in a related discipline; and not less than three years' relevant experience; or
  - (c) A degree; and a diploma in Management, Public Sector Management or in a related discipline; and not less than three years' relevant experience.
14. *Senior Personnel Officer*
- (a) A postgraduate qualification in Human Resources Management or Industrial Relations or in a related discipline; and not less than two years' relevant experience; or
  - (b) A degree in Human Resources Management, Industrial Relations or Management with emphasis concentration in Human Resources Management or in a related discipline; and not less than three years' relevant experience; or
  - (c) A degree and a diploma in Human Resources Management and not less than three years' relevant experience.
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 postgraduate qualification in a Social Science discipline and not less than one year's relevant experience; or
  - (b) A degree in a Social Science discipline and not less than three years' relevant experience.

*Schedule (Cont'd)*17. *Research Officer II*

A degree in a Social Science discipline.

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) An associate degree with not less than five years' relevant experience; and approved in-service training in at least two of the following areas:

- Supervisory Management;
- (ii) Human Resources Management;
- (iii) Accounting; or
- (iv) any other relevant discipline.

In the case of paragraph (b), supervisory ability is required.

19. *Economist II*

A degree with a major in Economics.

20. *Administrative Officer II*

A degree.

21. *Personnel Officer*

(a) A degree in Human Resource Management, Industrial Relations or Management with emphasis concentration in Human Resource Management or in a related discipline; or

*Schedule (Cont'd)*

- (b) A degree; and a diploma in Human Resource Management or Management.

22. *Executive Officer*

- (a) An associate degree; or
- (b) An approved certificate acquired after not less than one year's training in Accounting, Personnel Management or Management.

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

23. *Maintenance Officer*

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

24. *Executive Secretary*

- (a) The Private Secretary's diploma and not less than five years' experience as a Secretary; or
- (b) At least four subjects at CSEC General Proficiency level, including English Language and Electronic Document Preparation and Management; and not less than seven years' experience as a Secretary.

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

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

25. *Legal Secretary*

An associate degree in Para-legal Studies and not less than five years' experience as a Secretary.

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.

*Schedule (Cont 'd)*

26. *Accountant*
- (a) A degree in Accounting; or
  - (b) Completion of Levels I, II, and III of the Certified General Accountants programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than three years' relevant experience; or
  - (c) An associate degree in Accounting and not less than five years' relevant experience.
27. *Assistant Personnel Officer*
- An Executive Diploma in Human Resource Management and two years' relevant experience.
28. *Senior Clerk*
- (a) An associate degree in Public Administration or Business Studies and not less than two years' relevant experience; or
  - (b) At least four subjects at CSEC General Proficiency level, including English Language and not less than five years' relevant experience.
29. *Senior Storekeeper*
- At least four subjects at CSEC General Proficiency level, including English Language and not less than five years' relevant experience.
30. *Statistical Assistant*
- At least five subjects at CSEC General Proficiency level, including Mathematics and not less than five years' relevant experience.
31. *Assistant Accountant*
32. *Accounts Officer*
- (a) An associate degree in Accounting and not less than two years' relevant experience; or

*Schedule (Con! 'd)*

- (b) A CAPE Certificate in Accounting and four years' relevant experience; or
  - (c) At least four subjects at CSEC General Proficiency level, including English Language and either Accounts or Mathematics and not less than five years' relevant experience.
33. *Secretary*
- (a) The Private Secretary's diploma and not less than three year's relevant experience; or
  - (b) At least four subjects at CSEC General Proficiency level, including English Language and Electronic Document Preparation and Management and not less than five years' relevant experience.
- In either case, training in as well as knowledge of word processing is required.
34. *Stenographer/Typist*
- At least four subjects at CSEC General Proficiency level, including English Language, and Electronic Document Preparation and Management.
35. *Clerk/Typist*
- At least four subjects at CSEC General Proficiency level, including English Language and Electronic Document Preparation and Management.
36. *Receptionist/Typist*
- At least four subjects at CSEC General Proficiency level, including English Language and Electronic Document Preparation and Management.
37. *Telephone Operator/Receptionist*
- The Caribbean Certificate of Secondary Level Competence and the CVQ, Level 1 in Customer Relations.
38. *Receptionist*
- The Caribbean Certificate of Secondary Level Competence and the CVQ, Level 1 in Customer Relations.

*Schedule (Cont 'd)*

39. *Clerical Officer*  
At least four subjects at CSEC General Proficiency level, including English Language.
40. *Storekeeper*  
At least four subjects at CSEC General Proficiency level, including English Language and a numerate subject; and not less than two years' relevant experience.
41. *Senior Messenger*
- (a) The Caribbean Certificate of Secondary Level Competence; and
  - (b) Possession of a valid driver's licence; and
  - (c) not less than seven years' relevant experience.
42. *Driver/Messenger*  
The Caribbean Certificate of Secondary Level Competence. The possession of a valid driver's licence is required.
43. *Maid/Messenger*
44. *Messenger*  
The Caribbean Certificate of Secondary Level Competence.
45. *Senior Telephone Operator*  
The CVQ, Level 1 in Customer Relations, and not less than two years' relevant experience.
46. *Telephone Operator*  
The Caribbean Certificate of Secondary Level Competence and the CVQ, Level 1 in Customer Relations.
47. *Manager, Information Systems*
- (a) A postgraduate qualification in Computer Science, Management Information Systems or in a related discipline; and not less than six years' relevant experience; or
  - (b) A degree in Computer Science, Management Information Systems, or in a related discipline; and not less than seven years' relevant experience.
- In either case, training and experience in network and data administration is required.

*Schedule (Cont'd)*

48. *Systems Analyst/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.
- In either case, not less than one year's relevant experience is required.
49. *Systems/Network Administrator*
- (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.
50. *Information Technology Officer*
- A degree in Computer Science or a relevant discipline and not less than three years' experience.
51. *Information Technology Officer II*
- (a) A degree in Computer Science or in a related discipline; or
  - (b) An associate degree in Computer Science and not less than three years' relevant experience.
52. *Information Technology Officer III*
- (a) An associate degree in Computer Science and not less than one year's relevant experience; or
53. *Information System Officer*
- (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 Studies or Management Information Systems.
- In either case not less than three years' relevant experience is required.

*Schedule (Cont'd)*

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

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

54. *Computer Operator*

An associate degree in Computer Science and not less than one year's relevant experience.

55. *Machine Operator*

At least four subjects at CSEC General Proficiency level, including English Language and Electronic Document Preparation and Management.

56. *Senior Data Entry Operator*

At least four subjects at CSEC General Proficiency level, including English Language and Electronic Document Preparation and Management; and not less than six years' relevant experience.

57. *Data Entry Operator I*

Not less than four subjects at CSEC General Proficiency level, including English Language and Electronic Document Preparation and Management; and not less than three years' relevant experience.

58. *Data Entry Operator II*

Not less than three subjects at CSEC General Proficiency level, including English Language and Electronic Document Preparation and Management.

59. *Librarian*

- (a) A postgraduate degree in Library Science or in Library and Information Science; and not less than two years' relevant experience; or



*Schedule (Cont'd)*

- (b) A degree in Library Science and not less than three years' relevant experience.
60. *Library Assistant I*  
A degree in Library Science.
61. *Library Assistant II*  
An associate degree and not less than three years' relevant experience.
62. *Library Assistant III*  
At least four subjects at CSEC General Proficiency level including English Language and Information Technology.
63. *Senior Legal Assistant*  
An associate degree in Para-legal studies and not less than five years' experience at the level of Legal Assistant.
64. *Legal Assistant*  
An associate degree in Para-legal studies and not less than three years' relevant experience.
65. *Senior Draughtsman*  
An associate degree in Civil or Building Engineering, and not less than five years' relevant experience.
66. *Draughtsman*  
An associate degree in Civil or Building Engineering and not less than three years' relevant experience.
67. *Cleaner*
68. *Scrubber/Cleaner*
69. *Orderly*
70. *Porter*
71. *General Worker (Heavy Duty)*
72. *Gardener*
- A secondary education. Ability to undertake heavy duty tasks is required.

*Schedule (Coat 'd)*

- 73. *General Worker*
- 74. *Irrigator*
- 75. *Laboratory Worker/Attendant*
- 76. *Janitor*
- 77. *Car Park Attendant*
- 78. *Parking Attendant*
- 79. *Incinerator Attendant*
- 80. *Watchman*
- 81. *Ranger*
- 82. *Caretaker*
- 83. *Maid*

A secondary education.

- 84. *Security Guard*

A secondary education and the possession of a valid police certificate of character.

- 85. *Operator I*
- 86. *Operator II*
- 87. *Operator III*
- 88. *Operator IV*
- 89. *Operator V*
- 90. *Operator VI*
- 91. *Operator VII*
- 92. *Operator VIII*
- 93. *Tractor Driver*
- 94. *Tractor Operator*
- 95. *Driver/Supervisor*
- 96. *Driver*
- 97. *Lorry Driver*
- 98. *Van Driver*

A secondary education and the possession of an appropriate and valid drivers' licence where relevant.

- 99. *Section Leader*

- (a) The City and Guilds Certificate or the Samuel Jackman Prescod Polytechnic Certificate in the relevant trade; and not less than ten years' relevant experience; or

*Schedule (Cant 'd)*

- (b) A Senior Artisan with not less than two years' relevant experience; or
- (c) not less than twelve years' relevant experience in the relevant trade and a certificate of competence approved by the Chief Technical Officer.

In each case, supervisory ability is required.

**100.** *Supervisor*

101. *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 CSEC General Proficiency level and not less than three years' experience in a supervisory capacity.

102. *Supervisor C*

A secondary education. Supervisory ability is required.

103. *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 CSEC General Proficiency level and not less than three years' experience in a supervisory capacity.

104. *Senior Fitter*

105. *Senior Machinist*

**106.** *Senior Mechanic*

**107.** *Senior Welder*

Not less than ten years' relevant experience.

The possession of a City and Guilds Certificate at Intermediate level in the relevant trade shall count in lieu of three years' experience.

The possession of a City and Guilds Certificate at final level in the relevant trade shall count in lieu of six years' experience.

*Schedule (Cont 'd)*

Supervisory ability is required.

108. *Senior Artisan*

- (a) The City and Guilds Certificate in the relevant trade or the Samuel Jackman Prescod Polytechnic Certificate in the relevant trade; and not less than eight years' relevant experience; or
- (b) not less than ten years' experience in the relevant trade and a certificate of competence approved by the Chief Technical Officer.

In either case, supervisory ability is required.

109. *Mason (CM)*110. *Carpenter (CIII)*111. *Painter (CIII)*112. *Artisan (CIII)*113. *Plumber (CIII)*114. *Welder (CIII)*115. *Fitter (CIII)*116. *Mechanic (CIII)*

- (a) The City and Guilds Certificate in the relevant trade or the Samuel Jackman Prescod Polytechnic Certificate in the relevant trade; and not less than two years' experience at grade CIV; or
- (b) not less than three years' experience at grade (C IV).

117. *Plumber (CIV)*118. *Fitter (CIV)*119. *Fitter/Machinist (CIV)*120. *Auto Electrician (CIV)*121. *Mason (CIV)*122. *Carpenter (CIV)*123. *Painter (CIV)*124. *Artisan (CIV)*125. *Welder (CIV)*126. *Mechanic (CIV)*

- (a) The City and Guilds Certificate in the relevant trade or the Samuel Jackman Prescod Polytechnic Certificate in the relevant trade; and not less than three years' experience at Grade CV; or

*Schedule (Cont'd)*

- (b) not less than five years' experience at Grade CV; or
  - (c) not less than eight years' relevant experience approved by the Chief Technical Officer.
127. *Fitter/Machinist (CV)*
128. *Auto Electrician (CV)*
129. *Mason (CV)*
130. *Carpenter (CV)*
131. *Painter (CV)*
132. *Artisan (CV)*
133. *Plumber (CV)*
134. *Welder (CV)*
135. *Mechanic (CV)*
- (a) The City and Guilds Certificate in the relevant trade or the Samuel Jackman Prescod Polytechnic Certificate in the relevant trade; and not less than two years' relevant experience approved by the Chief Technical Officer; or
  - (b) not less than three years' relevant experience in the relevant trade and a certificate of competence approved by the Chief Technical Officer.
136. *Senior Electrical Assistant*
- (a) A certificate in Electrical Installation and not less than five years' relevant experience; or
  - (b) A certificate in Refrigeration and Air Conditioning and not less than five years' relevant experience.
137. *Electrical Assistant (CIII)*
- (a) A certificate in Electrical Installation; or
  - (b) A certificate in Refrigeration and Air Conditioning.
138. *Electrical Assistant (CIV)*
- (a) The City and Guilds Certificate in the relevant trade or the Samuel Jacicman Prescod Polytechnic Certificate in therelevant.trade; and not less than six years' experience in electrical installations; or

*Schedule (Cont 'd)*

- (b) not less than eight years' experience in electrical installations.
- 139. *Electrical Assistant (CV)*
  - (a) The City and Guilds Certificate in the relevant trade or the Samuel Jackman Prescod Polytechnic Certificate in the relevant trade; and not less than one years' experience in electrical installations; or
  - (b) Not less than three years' experience in electrical installations.
- 140. *Steel Bender (CIII)*

A secondary education and not less than three years' experience at Grade CIV.
- 141. *Steel Bender (CIV)*
  - (a) A secondary education and not less than five years' experience at Grade CV; or
  - (b) A secondary education and not less than five years' relevant experience approved by the Chief Technical Officer.
- 142. *Steel Bender (CV)*
  - (a) A secondary education and not less than three years' experience at Grade CVI; or
  - (b) A secondary education with not less than three years' relevant experience approved by the Chief Technical Officer.
- 143. *Steel Bender (CVI)*

A secondary education and not less than one year's experience as an apprentice in the relevant trade.
- 144. *Car Park Supervisor*

At least two subjects at CSEC General Proficiency level and not less than three years' experience in a supervisory capacity.

*Schedule (Cont 'd)*

145. *Senior Traffic Warden*  
The Caribbean Certificate of Secondary Level Competence and not less than three years' relevant experience.
146. *Traffic Warden (CX)*  
The Caribbean Certificate of Secondary Level Competence.
147. *Trainee Draughtsman*  
At least four subjects at CSEC General Proficiency level, including English Language and Technical Drawing.

## (35) GOVERNOR GENERAL

*Private Secretary/Administrative Officer*

- (a) A postgraduate qualification in Management or in a related discipline and not less than six years' experience in administration; or
- (b) A degree in Management or a related discipline and not less than seven years' experience in administration.

2. *Clerk to the Privy Council*

- (a) A postgraduate qualification in Management, Industrial Relations, International Relations, Finance or in a related discipline; and 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; and not less than three years' relevant experience.

3. *Executive Assistant*

- (a) An associate degree; or

*Schedule (Contd)*

- (b) A specialist qualification acquired after not less than one year's training in Accounting, Personnel Management or Management.

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

4. *Head Butler*

- (a) The Caribbean Certificate of Secondary Level Competence; and
- (b) An approved certificate in Butlery, Hospitality, Culinary Arts or Cookery from an approved institution; and
- (c) Must possess a good command of the English Language; and
- (d) Must possess sound knowledge and experience in the practice of household management and hygiene, ordering of supplies, catering, waiting, selection and service of wines and liquor including mixing drinks and the care of antiques, works of art, silver, brass, cutlery, china and crystal.

Supervisory ability as well as organizational ability is required.

5. *Butler*

- (a) The Caribbean Certificate of Secondary Level Competence; and
- (b) An approved Certificate in Butlery, Hospitality, Cookery, or Culinary Arts from an approved institution.

6. *Cook*

- (a) The Caribbean Certificate of Secondary Level Competence; and
- (b) A certificate in Cookery or Culinary Arts from any approved institution; and
- (c) Not less than three years' experience in all aspects of food preparation and cooking on a large scale.

7. *Housekeeper*

- (a) The Caribbean Certificate of Secondary Level Competence; and



*Schedule (Cont'd)*

- (b) Must possess a good command of the English Language;
- (c) Must possess sound knowledge and experience in Housekeeping and Household Management and Hygiene, the care of antiques, work of art, fixtures and furnishings.

Supervisory ability as well as organizational ability is required.

**(36) GOVERNMENT INDUSTRIAL SCHOOLS**

1. *Principal*

A degree in Social Work or in a related discipline and not less than seven years' relevant experience.

2. *Vice Principal*

A degree in Social Work or in a related discipline and not less than five years' relevant experience.

3. *Housemistress*

A degree and the Erdiston Teacher's Training certificate or equivalent or a Diploma in Education from a recognized institution, together with satisfactory teaching experience. Experience or training in one or more of the following is required:

- (a) Social Work;
- (b) Special education;
- (c) Psychology;
- (d) Educational Administration; and
- (e) Juvenile Delinquency or Maladjustment.

4. *Welfare Officer I*

An associate degree in Social Work or Psychology; 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 or Psychology.

*Schedule (Cont 'd)*

5. *Welfare Officer II*  
An associate degree in Social Work or Psychology.
6. *Matron*  
A Registered Nurse with not less than three years' relevant experience.
7. *Assistant Matron*  
A Registered Nurse.
8. *Assistant Matron (If not Registered Nurse)*  
An Enrolled Nursing Assistant
9. *Senior Instructor/Senior Instructress*
  - (a) Level 11 of the City and Guilds in the appropriate discipline and not less than five years' relevant experience; or
  - (b) The Caribbean Certificate of Secondary Level Competence and not less than seven years' relevant experience as Instructor/ Instructress at the Government Industrial School.
10. *Supervisor*  
At least four subjects at CSEC General Proficiency level, including English Language.  
  
Involvement in youth or community work and knowledge of sports would be an asset.
11. *Instructor/Instructress*
  - (a) Level II of the City and Guilds in an appropriate discipline and not less than three years' relevant experience; or
  - (b) A tradesman of not less than five years' relevant experience.

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*Schedule (Cont 'd)*

## (37) GOVERNMENT INFORMATION SERVICE

- I. *Chief Information Officer*
  - (a) A degree in Mass Communications, Public Relations or in a related discipline; 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 or in a related discipline.
2. *Deputy Chief Information Officer*
  - (a) A degree in Mass Communications, Public Relations or in a related discipline; and not less than seven years' relevant experience; or
  - (b) not less than seven years' relevant experience; and
    - A degree; and
    - (ii) An approved qualification in Communications or in a related discipline.
3. *Senior Information Officer*
  - (a) A degree in Mass Communications, Public Relations or in a related discipline; 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 or in a related discipline.
4. *Information Officer*
  - (a) A degree in Mass Communications and not less than three years' relevant experience; or

*Schedule (Cons d)*

- (b) not less than three years' relevant experience; and
  - (i) A degree; and
  - (ii) An approved qualification in Communications or in a related discipline.
  
- 5. *Assistant Information Officer*

An associate degree in Mass Communications or in a related discipline.
  
- 6. *Cinematographer*

At least five subjects at CSEC General Proficiency level, including English Language and not less than seven years' experience as a videographer.

The ability to produce and direct documentaries in the media of film is required.
  
- 7. *Assistant Cinematographer*

At least five subjects at CSEC General Proficiency level, including English Language and not less than five years' experience as a videographer.

The ability to produce and direct documentaries in the media of film is required.
  
- 8. *Senior Photographer*

At least five subjects at CSEC General Proficiency level and not less than five years' experience as a Photographer.

Training in advanced techniques of photography or photo-journalism is required.

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*Schedule (Cont'd)*9. *Technician I*

- (a) The Full Technological Certificate in Electrical Engineering and not less than seven years' relevant experience; or
- (b) Level II of the City and Guilds in Electronic Equipment Servicing and not less than seven years' relevant experience; or
- (c) not less than ten years' experience. Training in the repair and maintenance of video, audio and other electronic equipment is required.

10. *Marketing Officer*

A degree in Marketing or Public Relations; and not less than three years' relevant experience.

11. *Technical Operator (Radio)*

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

12. *Photographer*

At least four subjects at CSEC General Proficiency level or a certificate in Photography; and not less than three years' relevant experience.

Knowledge of the fundamentals of photography as well as film processing is required.

*Schedule (Cont 'd)*

## (38) GOVERNMENT PRINTING DEPARTMENT

1. *Government Printer*  
A degree in Business or Public Administration; and not less than seven years' relevant experience.
2. *Deputy Government Printer*  
A degree in Business or Public Administration; and not less than five years' relevant experience.
3. *Assistant Government Printer*  
A degree in Public Sector Management and not less than three years' relevant experience.
4. *Hansard Editor*  
A degree in Mass Communication and not less than three years' relevant experience.
5. *Chief Compositor*  
At least four subjects at CSEC General Proficiency level, including English Language and Electronic Document Preparation and Management or a related discipline; and not less than five years' relevant experience.  
  
The ability to organize and supervise the work of the composing section is required.
6. *Senior Photographer*  
Not less than five subjects at CSEC General Proficiency level and not less than five years' experience in the use and maintenance of cameras.  
  
Experience in plate-making functions of an organization similar to the Government Printing Department is required.  
  
Dark room experience is required.  
  
The ability to organise and supervise the work of the Camera Section is required.

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*Schedule (Cont 'd)*

7. *Foreman Binder*

Not less than five subjects at CSEC General Proficiency level and not less than five years' experience in all aspects of binding work.

The ability to organize and control the work of a binding section is required.

Knowledge of printing techniques would be an asset.

8. *Assistant Foreman Binder*

Not less than five subjects at CSEC General Proficiency level and not less than three years' experience in all aspects of binding work.

The ability to organize and control the work of a binding section is required.

Knowledge of printing techniques would be an asset.

9. *Foreman Machine Operator*

Not less than five subjects at CSEC General Proficiency level and not less than five years' experience in Printing.

Supervisory ability is required.

10. *Assistant Foreman Machine Operator*

At least five subjects at CSEC General Proficiency level and not less than three years' experience in printing.

Supervisory ability is required.

11. *Foreman Mechanic*

Level II of the City and Guilds in Mechanical or Electrical Engineering; and not less than seven years' experience in the relevant field.

Supervisory ability is required.

12. *Graphic Artist*

An associate degree in Applied Arts (Graphic Design) and not less than one year's relevant experience.

*Schedule (Cont 'd)*

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 CSEC General Proficiency level, including English Language and Typewriting and not less than four years' relevant experience.
14. *Senior Binder*
- Not less than three years' experience as a Binder. The ability to co-ordinate the work of junior personnel would be an asset.
15. *Senior Compositor*
- At least four subjects at CSEC General Proficiency level, including English Language and Electronic Document Preparation and Management or a related discipline; and not less than three years' relevant experience.
16. *Compiler, Official Gazette*
- At least four subjects at CSEC General Proficiency level, including English Language and Electronic Document Preparation and Management or a related discipline; and not less than three years' relevant experience.
- The ability to design work would be an asset.
- Supervisory ability would be an asset.
17. *Design Officer*
- At least four subjects at CSEC General Proficiency level, including English Language 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 CSEC General Proficiency level, including English Language, and not less than three years' relevant experience.



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*Schedule (Con! 'd)*

19. *Proof Reader II*
- At least four subjects at CSEC General Proficiency level, one of which must be English Language.
20. *Photographer*
- At least four subjects at CSEC General Proficiency level or a certificate in Photography; 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 Government Printing Department.
- Dark room experience is required.
21. *Letter Press Operator*
- At least four subjects at CSEC General Proficiency level and not less than three years' relevant experience in letter press printing.
- Knowledge of binding would be an asset.
22. *Mechanic*
- Level II of the City and Guilds in Mechanical or Electrical Engineering; and not less than five years' relevant experience.
23. *Machine Operator (Printing)*
- At least four subjects at CSEC General Proficiency level and not less than three years' experience in the operation and maintenance of printing machines.
24. *Binder*
- At least four subjects at CSEC General Proficiency level and not less than two year's relevant experience.
- A thorough knowledge of binding techniques is required.
25. *Assistant Photographer*
- At least four subjects at CSEC General Proficiency level.
- Previous Experience in photography or a certificate in Photography would be an asset.

*Schedule (Cont 'd)*

26. *Binder's Assistant*  
The Caribbean Certificate of Secondary Level Competence.  
Previous Experience in binding work would be an asset.
27. *Junior Mechanic*  
Level I of the City and Guilds in Auto-Mechanics and two years' relevant experience.
28. *Compositor*  
At least four subjects at CSEC General Proficiency level, including English Language and Electronic Document Preparation Management.

**(39) GOVERNMENT PROCUREMENT DEPARTMENT  
(formerly Central Purchasing Department)**

1. *Chief Procurement Officer*
- (a) A postgraduate degree in Procurement, Management or Logistics or a related discipline; and not less than nine years' relevant experience; or
  - (b) A degree in Procurement, Management or Logistics or a related discipline; and not less eleven years' relevant experience.
2. *Deputy Chief Procurement Officer*
- (a) A postgraduate degree in Procurement, Management, Logistics, **Public Administration or Business Administration** or a related discipline; and not less than six years' relevant experience; or
  - (b) A degree in Procurement, Management, Logistics, **Public Administration or Business Administration** or a related discipline; and not less than seven years' relevant experience.
3. *Senior Procurement Officer*
- A degree in Procurement or Management or a related discipline; and not less than three years' relevant experience.

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*Schedule (Cont 'd)*

4. *Procurement Officer*
  - (a) A degree in Procurement or Management or a related discipline; and not less than two years' relevant experience; or
  - (b) An associate degree in Government Procurement and not less than five years' relevant experience.
5. *Supplies Assistant*

At least five subjects at CSEC 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.

**(40) HEALTH****(i) GENERAL**

1. *Chief Health Planner*

A postgraduate degree in Economics or Health Planning or a related discipline; and not less than five years' experience in planning.
2. *Deputy Chief Health Planner*
  - (a) A postgraduate degree in Economics or Health Planning or a related discipline; and not less than three years' relevant experience; or
  - (b) A degree in Economics or Health Planning or a related discipline; and not less than five years' relevant experience.
3. *Senior Health Planning Officer*
  - (a) A postgraduate degree in Economics or Health Planning or a related discipline; and not less than two years' relevant experience; or

*Schedule (Cont 'd)*

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

A degree in Economics, Health Planning or in a related discipline.
- 6. *Chief Medical Officer*
  - (a) Must be a Fully Registered Specialist in Public Health; or
  - (b) Must be a specialist in an area of medicine and possess a postgraduate degree in Public Health.
- 7. *Senior Medical Officer of Health*
  - (a) Must be a Fully Registered Medical Practitioner; or
  - (b) Must be a specialist in another an area of medicine and possess a postgraduate degree in Public Health.

In either case, not less than five years' professional experience is required.
- 8. *Software Instructor*

An associate degree in Computer Studies.

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*Schedule (Cont'd)*9. *Forms Printer*

The Caribbean Certificate of Secondary Level Competence and not less than three years' relevant experience.

The ability to organize as well as supervise the work of staff is required.

10. *Assistant Forms Printer*

The Caribbean Certificate of Secondary Level Competence. Previous experience in the operation of printing machinery is required.

11. *Senior Health Promotion Officer*

(a) A postgraduate degree in Health Education or Health Promotion; and not less than three years' relevant experience; or

(b) A degree in a health-related discipline and not less than five years' relevant experience; or

(c) A degree; and a diploma in Health Education or Health Promotion; and not less than five years' relevant experience.

12. *Health Promotion Officer*

(a) A degree in a health-related discipline and not less than three years' relevant experience; or

(b) A degree; and a diploma in Health Education or Health Promotion; and not less than three years' relevant experience.

13. *Registrar*

(a) A postgraduate degree in Nursing Education, Education, Nursing or Health Services Administration; and not less than three years' relevant experience; or

(b) A degree in Nursing Education, Education, Nursing or Health Services Administration; and not less than five years' relevant experience.

*Schedule (Cont 'd)*

14. *Deputy Registrar*
    - (a) A degree in Nursing Education, Education, Nursing or Health Service Administration; and not less than three years' relevant experience; or
    - (b) A certificate or a diploma in Nursing Education, Education, Nursing or Health Services Administration; and not less than five years' relevant experience.
  15. *Optometrist*

Doctor of Optometry or the Fellowship of British College of Optometrists.
  16. *Orthoptist*

The Diploma of the British Orthoptic Board.

    - (a) A degree in a health-related discipline and not less than three years' relevant experience; or
    - (b) A degree; and a diploma in Health Education or Health Promotion; and not less than three years' relevant experience.
  17. *Computer Maintenance Technician*
    - (a) A degree in Computer Science and not less than one year's relevant experience; or
    - (b) An associate degree in Computer Science or Electronics; and not less than three years' relevant experience.
- (ii) DENTAL HEALTH SERVICES
1. *Senior Denial Officer*

A fully Registered Dental Practitioner with not less than five years' professional experience and a postgraduate degree in Public Health.
  2. *Dental Officer*

A fully Registered Dental Practitioner.

*Schedule (Cont 'd)*

3. *Auxiliary Dental Officer*
    - (a) A degree in Dental Therapy; or
    - (b) A certificate of proficiency as a Dental Auxiliary and three years' experience as a Dental Auxiliary.
  4. *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.
  5. *Trainee Dental Auxiliary*

At least four subjects at CSEC General Proficiency level in Mathematics, English Language and two Science subjects.
  6. *Trainee Dental Hygienist*

At least four subjects at CSEC General Proficiency level, including English Language and at least one of the following subjects:

    - (a) Chemistry,
    - (b) Biology; or
    - (c) Human Biology
  7. *Dental Assistant*

Two subjects at CSEC General Proficiency level, one of which must be English Language.
- (iii) ENVIRONMENTAL HEALTH
1. *Chief Environmental Health Officer*
    - (a) A postgraduate degree in Environmental Health, Public Health or in a related discipline; and
      - (i) possession of the diploma in the Inspection of Meat and Other Foods; and

*Schedule (Cant 'd)*

- (ii) an associate degree in Environmental Health or a certificate in Public Health Inspection; and
    - (iii) not less than five years' relevant experience; or
  - (b) A degree in Environmental Health or in Public Health; and
    - (i) possession of the diploma in the Inspection of Meat and Other Foods; and
    - (ii) an associate degree in Environmental Health or a certificate in Public Health Inspection; and
    - (iii) not less than ten years' relevant experience.
- 2. *Deputy Chief Environmental Health Officer*
  - (a) A postgraduate degree in Environmental Health, Public Health or in a related discipline; and
    - (i) possession of the diploma in the Inspection of Meat and Other Foods; and
    - (ii) an associate degree in Environmental Health or a certificate in Public Health Inspection; and
    - (iii) not less than three years' relevant experience; or
  - (b) A degree in Environmental Health or in Public Health; and
    - (i) possession of the diploma in the Inspection of Meat and Other Foods; and
    - (ii) an associate degree in Environmental Health or a certificate in Public Health Inspection; and
    - (iii) not less than six years' relevant experience.



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*Schedule (Cont'd)*3. *Principal Environmental Health Officer*

- (a) A postgraduate degree in Environmental Health or Public Health or a related discipline; and
  - (i) an Associate degree in Environmental Health or a certificate in Public Health Inspection; and
  - (ii) the diploma in the Inspection of Meat and Other Foods; and
  - (iii) not less than one year's experience in the post of Senior Environmental Health Officer; or
- (b) A degree in Environmental Health or Public Health;
  - (i) an Associate degree in Environmental Health or a certificate in Public Health Inspection; and
  - (ii) the diploma in the Inspection of Meat and Other Foods; and
  - (iii) not less than three years' experience in the post of Senior Environmental Health Officer.

## (iv) VECTOR CONTROL UNIT

*Senior Environmental Health Officer*

- (a) An associate degree in Environmental Health or certificate in Public Health inspection; and
- (b) A Diploma in the Inspection of Meat and Other Foods.

Not less than six years' experience as an Environmental Health Officer is required.

2. *Environmental Health Specialist*

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

*Schedule(Cont 'd)*

- (b) 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.

Not less than six years' experience as an Environmental Health Officer is required.

3. *Environmental Health Officer I*

- (a) An associate degree in Environmental Health and not less than four years' experience as an Environmental Health Officer II; or
- (b) the certificate for the Inspection of Meat and Other Foods and not less than four years' experience as an Environmental Health Officer II

4. *Environmental Health Officer II*

An associate degree in Environmental Health.

5. *Environmental Health Assistant I*

Not less than ten years' experience as an Environmental Health Assistant II.

6. *Environmental Health Assistant II*

At least four subjects at CSEC General Proficiency level including Mathematics and English Language.

- (v) INTERDEPARTMENTAL (Posts common to all hospitals, health centres and polyclinics)

*I. Consultant*

Must be a fully Registered Medical Practitioner with an approved postgraduate qualification in the appropriate speciality from an institution which is recognized by the Medical Council.

*Schedule (Cont 'd)*

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 that is approved by the Medical Council.

3. Registrar I

(a) Must be a fully Registered Medical Practitioner with not less than six months' experience in the appropriate speciality; and

(b) an approved postgraduate degree or relevant postgraduate qualification applicable to the speciality.

A certificate of competence from the head of the particular department 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 Medical Practitioner.

6. *Physiotherapist*

A degree or a diploma in Physiotherapy.

7. *Chiropodist*

A degree in Chiropody.

8. *Speech Therapist*

A degree in Speech Therapy and not less than four years' relevant experience.

*Schedule (Cont'd)*

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.
10. *Occupational Therapist*  
A degree in Occupational Therapy.
11. *Occupational Therapy Assistant I*  
A certificate in Occupational Therapy and not less than four years' relevant experience.
12. *Occupational Therapy Assistant II*  
A 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. *Senior Laboratory Technologist*
  - (a) A Fellowship in Medical Laboratory Technology and not less than five (5) years at the level of Laboratory Technologist; or
  - (b) A postgraduate degree in Laboratory Technology or in a related discipline and not less than five (5) years at the level of Laboratory Technologist.

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*Schedule (Cant 'd)*

16. *Laboratory Technologist*

A registered Medical Laboratory Technologist with one of the following qualifications:

- (a) the Diploma of Medical Technology from the West Indies Society of Medical Technologist prior to 1980; or
- (b) an associate degree in Medical Laboratory Technology;  
**Or**
- (c) A diploma in Medical Laboratory Technology from the Caribbean Association of Medical Technologists; or
- (d) A degree in Medical Laboratory Technology.

Automatic advancement beyond the Qualification Bar is permitted on the acquisition of:

- (i) A recognized Fellowship in Medical Technology; or
- (ii) A postgraduate degree in Medical Laboratory Technology or in a related discipline.

17. *Laboratory Technician*

- (a) The Certificate of the West Indies Society of Medical Technologists; or
- (b) An associate degree in Medical Laboratory Technology.

18. *Trainee Laboratory Technician*

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

19. *Laboratory Assistant I*

An associate degree in Science.

20. *Laboratory Assistant II*

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

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*Schedule (Cont 'd)*

21. *Laboratory Attendant*  
The Caribbean Certificate of Secondary Level Competence.
22. *Records Officer*  
An associate degree in Medical Records Technology and not less than three years' relevant experience.
23. *Assistant Medical Records Officer*  
24. *Medical Records Clerk I*  
25. *Assistant Records Officer*  
An associate degree in Medical Records Technology.
26. *Medical Records Clerk II*  
At least four subjects at CSEC General Proficiency level, including English Language and either Mathematics or Biology.
27. *Senior Departmental Aide*  
The Caribbean Certificate of Secondary Level Competence and not less than three years' relevant experience.
28. *Departmental Aide*  
The Caribbean Certificate of Secondary Level Competence.
29. *Senior Medical Social Worker/Senior Social Worker*  
A degree in Social Work and not less than six years' relevant experience.
30. *Medical Social Worker I*  
31. *Social Worker I*  
An associate degree 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.

*Schedule (Cont 'd)*

32. *Medical Social Worker II*

33. *Social Worker II*

An associate degree in Social Work.

34. *Dietician*

A degree in Dietetics or in a related discipline and not less than three years' relevant experience after completion of an approved dietetic internship programme.

35. *Special Nurse I*

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

36. *Special Nurse II*

A Registered Midwife

37. *Senior Technical Officer*

A degree in Building or Civil Engineering and not less than seven years' experience.

38. *Works Supervisor*

(a) an associate degree in Building or Civil Engineering;

(b) a secondary education and not less than ten years' experience as a first-class tradesman in a 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; or

(c) the CSEC 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.

*Schedule (Cont 'd)*

39. *Maintenance Technician*
- Level II of the City and Guilds in Mechanical or Electrical Engineering.
40. *Senior Food Service Supervisor*
- (a) A diploma or certificate in Institutional Catering and Management and not less than three years' relevant experience; or
- (b) A Food Service Supervisors' Course and not less than five years' relevant experience in a supervisory position.
41. *Food Service Supervisor I*
- (a) A diploma or 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.
42. *Food Service Supervisor II*
- (a) The Caribbean Certificate of Secondary Level Competence; and
- (b) The successful completion of an approved Food Service Supervisors' Course.
- In either case not less than three years' relevant experience is required.
43. *Assistant Food Service Supervisor*
- The Caribbean Certificate of Secondary Level Competence. Relevant experience in cooking on a large scale is required.
44. *Head Cook*
- The Caribbean Certificate of Secondary Level Competence and not less than three years' relevant experience.
45. *Cook*
- The Caribbean Certificate of Secondary Level Competence. The ability to cook is required.



*Schedule (Cont'd)*

46. *Steward*
- At least five subjects at CSEC General Proficiency level, including English Language and not less than three years' relevant experience.
47. *Housekeeper I*
- At least five subjects at CSEC General Proficiency level and not less than three years' relevant experience.
48. *Housekeeper II*
- At least five subjects at CSEC General Proficiency level. Supervisory experience would be an asset.
49. *Housekeeper III*
- At least four subjects at CSEC General Proficiency level.
50. *Senior Seamstress*
- The Caribbean Certificate of Secondary Level Competence and not less than three years' relevant experience.
51. *Seamstress*
- The Caribbean Certificate of Secondary Level Competence. Competence as a dressmaker is required.
52. *Laundry Superintendent*
- The Caribbean Certificate of Secondary Level Competence and not less than five years' relevant experience.
53. *Laundry Supervisor*
- The Caribbean Certificate of Secondary Level Competence.
- Supervisory ability is required.
54. *Senior Laundry Worker*
- The Caribbean Certificate of Secondary Level Competence and not less than two years' experience.

*Schedule (Cont'd)*

55. *Laundry Worker*  
The Caribbean Certificate of Secondary Level Competence.
56. *Laundry Operator*  
The Caribbean Certificate of Secondary Level Competence.
57. *Boiler Operator*  
The Caribbean Certificate of Secondary Level Competence.  
Experience in the use of industrial equipment would be an asset.
58. *Yard Superintendent*  
The Caribbean Certificate of Secondary Level Competence.  
Evidence of supervisory ability is required.
59. *Gatekeeper*  
The Caribbean Certificate of Secondary Level Competence.
60. *Porter*  
The Caribbean Certificate of Secondary Level Competence.
61. *Ambulance Driver*  
The Caribbean Certificate of Secondary Level Competence and  
possession of an appropriate driver's licence.
62. *Orderly*  
The Caribbean Certificate of Secondary Level Competence.
63. *Maid*  
The Caribbean Certificate of Secondary Level Competence.
64. *Linen Keeper*  
The Caribbean Certificate of Secondary Level Competence.  
Experience in supervising linen stocks and laundering is required.

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*Schedule (Cont'd)*

65. *Linen Supervisor*
- (a) The Caribbean Certificate of Secondary Level Competence; and
  - (b) a certificate in Supervisory Management; and
  - (c) not less than five years' experience at the grade of Assistant Linen Supervisor.
66. *Assistant Linen Supervisor*
- A certificate in Supervisory Management and a secondary education. Experience in supervising linen stocks and laundering is required.
67. *Fumigating Hand*
- The Caribbean Certificate of Secondary Level Competence.
68. *Health Aide*
- The Caribbean Certificate of Secondary Level Competence and approved training in an area of health care.
69. *Sewerage Plant Attendant*
- The Caribbean Certificate of Secondary Level Competence.

(vi) DRUG SERVICE

1. *Director*
- (a) A degree in Pharmacy; and
  - (b) a certificate or a diploma in Management; and
  - (c) not less than eight years' experience in management at a senior level.
2. *Assistant Director (Professional and Educational Matters)*
- (a) A degree in Pharmacy; and
    - (i) A certificate or a diploma in Management; and
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*Schedule (Cont 'd)*

- (ii) not less than five years' experience in Drug Information Systems; or
  - (b) A certificate in Pharmacy or a diploma in Pharmacy; and
    - (1) A certificate or a diploma in Management; and
    - (ii) not less than seven years' experience in Drug Information Systems.
- 3. *Assistant Director (Supply Section)*
  - (a) A degree in Pharmacy; and
    - (i) A certificate or a diploma in Management; and
    - (ii) not less than five years' experience in supply and inventory management at a senior level; or
  - (b) A certificate in Pharmacy or diploma in Pharmacy; and
    - (i) A certificate or a diploma in Management; and
    - (ii) not less than seven years' experience in supply and inventory management at a senior level.
- 4. *Chief Dispenser/Senior Pharmacist*

A Registered Pharmacist and not less than eight years' relevant experience. A certificate or a diploma in Management is required.
- 5. *Supply Inventory Officer*
  - (a) A diploma in Pharmacy or a certificate in Pharmacy; and
  - (b) not less than two years' relevant experience.

Evidence of training in Inventory Management is required.
- 6. *Pharmacist I*

A Registered Pharmacist and not less than five years' relevant experience after qualifying.
- 7. *Pharmacist II*

A Registered Pharmacist.

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*Schedule (Cont'd)*8. *Trainee Pharmacist*

At least four subjects at CSEC 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 or attainment of an Associate degree in Pharmacy.

9. *Drug Inspector*

- (a) A Registered Pharmacist;
- (b) not less than five years' professional experience; and
- (c) approved training in Drug Inspection.

10. *Attendant*

A secondary education.

## (vii) PSYCHIATRIC HOSPITAL

1. *Hospital Director*

- (a) A postgraduate degree in Hospital Administration and not less than five years' experience in a management position; or
- (b) A postgraduate degree in Management, Public Administration or Public Health; and not less than ten years' experience in a healthcare 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.

*Schedule (Cont 'd)*

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 Consultant Psychiatrist*  
7. *Consultant Psychiatrist*

Must be a fully Registered Medical Practitioner with an approved postgraduate qualification in the appropriate speciality from an institution which is approved by the Medical Council.

Not less than four years' experience in the particular speciality is required.
8. *Senior Psychiatric Social Worker*

A degree in Social Work and not less than three years' relevant experience.
9. *Psychiatric Social Worker I*

An associate degree 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.
10. *Psychiatric Social Worker II*

An associate degree in Social Work
11. *Principal Nursing Officer, Psychiatric Hospital*

A Registered Mental Nurse, who is also a Registered Nurse and who holds:

  - (a) A postgraduate degree in Nursing Management, Public Health, Public Administration, or Management Studies; and not less than three years' experience as a Senior Sister/Senior Nursing Officer; or

*Schedule (Cant 'd)*

- (b) A degree in Nursing Administration, Public Health Administration, Public Administration or Management Studies; and not less than five years' experience as a Senior Sister/Senior Nursing Officer.

12. *Drug Therapist*

- (a) A Registered Nurse; and
- (b) with the 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 the appropriate postgraduate training in the field, and on the attainment of not less than five years' work experience in individual and group psycho-therapy; or
- (ii) on the acquisition of a first degree in an appropriate discipline and on the acquisition of relevant postgraduate qualifications, and on attainment of not less than three years' work experience.

13. *Senior Dispenser/Pharmacist I*

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

14. *Dispenser/Pharmacist II*

A Registered Pharmacist.

15. *Deputy Principal Nursing Officer*

A Registered Mental Nurse, who is also a Registered Nurse and who holds:

- (a) A postgraduate degree in Nursing Management, Public Health, Public Administration, or Management Studies; and not less than one year's experience as a Senior Sister or Nursing Officer; or

*Schedule (Cont'd)*

- (b) A degree in Nursing Administration, Public Health Administration, Public Administration or Management Studies; and not less than three years' experience as a Senior Sister/Nursing Officer.
- 16. *Senior Nursing Officer/Senior Sister*

A Registered Mental Nurse, who is also a Registered Nurse and

  - (a) who holds a certificate in Advanced Nursing Administration or the certificate or associate degree in Public Administration; and
  - (b) has not less than three years' experience as a Sister or Nursing Officer.
- 17. *Sister/Nursing Officer*

A Staff Nurse who is a Registered Nurse and Registered Mental Nurse who

  - (a) possesses a certificate or a diploma in Supervisory Management; and
  - (b) has not less than three years' relevant experience.
- 18. *Nurse*
  - (a) A Registered Mental Nurse; or
  - (b) A Registered Nurse
- 19. *Community Mental Health Sister/Nursing Officer*

A Registered Mental Health Nurse who is also a Registered Nurse and has a diploma in Community Mental Health Nursing
- 20. *Trainee Nursing Assistant*

At least four subjects at CSEC General Proficiency Level including English Language and a science subject.



*Schedule (Cont'd)*

21. *Senior Tutor*  
A degree in Nursing Education and not less than three years' relevant experience.
22. *Tutor*  
A Registered Nurse with a qualification in Nursing Education and not less than seven years' relevant experience.
23. *Senior Storekeeper*  
At least four subjects at CSEC General Proficiency level, including English Language; and not less than five years' experience in store keeping.

## (viii) NATIONAL NUTRITION DEPARTMENT

1. *Nutrition Officer*
  - (a) A postgraduate degree in Nutrition or Dietetics or a related discipline; and
    - A diploma or certificate in Management; and
    - (ii) not less than three years' relevant experience in a community health setting; or
  - (b) A degree in Nutrition or Dietetics or in a related discipline; and
    - (I) A diploma or certificate in Management
    - (ii) not less than five years relevant experience in a community health setting.
2. *Assistant Nutrition Officer*
  - (a) A postgraduate degree in Nutrition or Dietetics or a related discipline and;
    - A diploma or certificate in Management; and
    - (ii) not less than one year's relevant experience; or

*Schedule (Cant 'd)*

- (b) A degree in Nutrition or Dietetics or a related discipline; and.
    - (i) A diploma or certificate in Management; and
    - (ii) not less than three years' relevant experience.
  
- 3. *Community Nutrition Officer I*  
 A diploma in Nutrition 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 Nutrition.
  
- 4. *Community Nutrition Officer II*  
 A diploma in Nutrition.
  
- 5. *Community Health Aide*  
 A secondary education.
  
- (ix) A. C. GRAHAM DEVELOPMENT CENTRE  
*(formerly Children's Development Centre)*
  - 1. *Co-ordinator*
    - (a) A degree in Sociology, Speech Therapy, Psychology, Social Work or in a related discipline; and
    - (b) A diploma in Management; and
    - (c) not less than five years' relevant experience.
  
  - 2. *Occupational Therapist*  
 A degree in Occupational Therapy.
  
  - 3. *Supervisor Nursery*  
 A Basic Child Care Certificate and not less than three years' relevant experience.
  
  - 4. *Teacher's Aide*  
 A secondary education and a Basic Child Care Certificate.

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*Schedule (Cant 'd)*

5. *Nursery Assistant*  
A Basic Child Care Certificate.
- (x) ELAYNE SCANTLEBURY CENTRE
  1. *Supervisor*  
A Registered Nurse or a Registered Mental Nurse with an associate degree in Social Work or Sociology; and not less than five years' experience in an administrative or supervisory position.
- (xi) HEALTH CENTRES AND POLYCLINICS
  1. *Medical Officer of Health*  
A Fully Registered Medical Practitioner with a postgraduate degree in Public Health and not less than three years' relevant experience.
  2. *Assistant Medical Officer of Health*  
A Fully Registered Medical Practitioner.
  3. *Clinical Medical Officer (S5)*  
A Fully Registered Medical Practitioner with the qualification of Doctor of Medicine in Family Medicine or in a related discipline; and not less than six years' clinical experience.
  4. *Clinical Medical Officer (S6)*  
A Fully Registered Medical Practitioner with the qualification of Doctor of Medicine in Family Medicine or in a related discipline; and not less than five years' clinical experience.
  5. *Clinical Medical Officer (S7)*  
A Fully Registered Medical Practitioner with a diploma in Family Medicine or in a related discipline; and not less than three years' professional experience.

*Schedule (Cont'd)*

6. *Clinical Medical Officer (S8)*  
A Fully Registered Medical Practitioner with a diploma in Family Medicine or in a related discipline; and not less than two years' professional experience.
  7. *Clinical Medical Officer (Z3-1)*  
A Fully Registered Medical Practitioner.
  8. *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.
  9. *Dark Room Technician*  
Not less than one year's experience as a Photographer. Experience in developing film is required.
- (xii) NURSING SERVICE
- (i) General
    - I. *Chief Nursing Officer*
      - (a) A Registered Nurse who holds a nursing qualification in another specialisation such as Midwifery, Psychiatry or Gerontology; and
        - (i) a **postgraduate degree in Nursing Administration** or in a related discipline; and
        - (ii) **not less than three years' experience in administration**; or
      - (b) A Registered Nurse with a degree in Nursing; and
        - (i) a certificate or an associate degree in **Public Administration** or in a related discipline; and
        - (ii) **not less than five years' experience in administration**.

*Schedule (Cont'd)*

2. *Chief Public Health Nurse*
  - (a) A Registered Nurse who is also a Registered Midwife and who holds
    - (i) A certificate in Community Health; and
    - (ii) A postgraduate degree in Nursing Management, Public Health, Public Administration or Management Studies, and
    - (iii) not less than three years' experience as a Senior Health Sister or Senior Nursing Officer; or
  - (b) A Registered Nurse who is also a Registered Midwife and who holds
    - (i) A degree in Nursing Management, Public Health, Public Administration or Management Studies; and
    - (ii) not less than five years' experience as a Senior Health Sister or Senior Nursing Officer.
3. *Deputy Chief Public Health Nurse*
  - (a) A Registered Nurse, who is also a Registered Midwife and who holds a certificate in Community Health; and
    - (i) A postgraduate degree in Nursing Management, Public Health, Public Administration or Management Studies; and
    - (ii) not less than one year's experience as a Senior Health Sister or Senior Nursing Officer; or
  - (b) A Registered Nurse, who is also a Registered Midwife and who holds
    - (i) A degree in Nursing Management, Public Health, Public Administration, or Management Studies; and
    - (ii) not less than three years' experience as a Senior Health Sister or Senior Nursing Officer.

*Schedule (Cont 'd)*

4. *Senior Health Sister/Senior Nursing Officer*

A Registered Nurse who is also a Registered Midwife and who holds a certificate in Community Health and

  - (a) A certificate in Advanced Nursing Administration or the certificate or associate degree in Public Administration; and
  - (b) not less than three years' experience as a Health Sister or Nursing Officer.
5. *Health Sister/Nursing Officer*
  - (a) A Registered Nurse who is also a Registered Midwife, and
  - (b) A certificate in Community Health.
6. *Staff Nurse*
7. *Male Nurse*
8. *Nurse*

A Registered Nurse or a Registered Mental Nurse, whichever is appropriate.
9. *Nursing Assistant I*

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

An Enrolled Nursing Assistant.

**(xiii) GERIATRIC CARE**

1. *Hospital Manager*

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

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*Schedule (Cont'd)*

2. *Principal Nursing Officer*
3. *Principal Nursing Officer St. Michael*
  - (a) A Registered Nurse who holds a post-basic qualification in another nursing speciality such as Midwifery, Psychiatry, Gerontology; and
    - (i) A degree in Nursing Administration, Public Health Administration, Public Administration or Management or a related discipline; and
    - (ii) not less than five years' experience in administration; or
  - (b) A Registered Nurse who holds a post-basic qualification in another nursing speciality such as Midwifery, Psychiatry, Gerontology; and
    - (i) A certificate in Nursing Administration; or
    - (ii) A certificate or an associate degree in Public Administration; and
    - (ii) not less than eight years' experience in administration.
4. *Senior Nursing Officer/Senior Sister*

A Registered Mental Health Nurse who is also a Registered Nurse, who holds a post-basic qualification in another nursing speciality such as Midwifery, Psychiatry or Gerontology and who holds

  - (a) A certificate in Advanced Nursing Administration; or
  - (b) A certificate or an associate degree in Public Administration or Management or in a related discipline; and
  - (c) not less than three years' experience as a Sister or Nursing Officer.
5. *Sister/Nursing Officer*

A Registered Nurse who holds a nursing qualification in another specialisation such as Midwifery, Psychiatry, Gerontology; and

  - (a) A certificate or a diploma in Supervisory Management; and

*Schedule (Cont'd)*

- (b) not less than three years' relevant experience.
- 6. *Staff Nurse*  
A Registered Mental Nurse or Registered Nurse.
- 7. *Hospital Infection Control Officer*  
A degree in Nursing, Microbiology or Medical Laboratory Technology or a related environmental field,
  - (a) with training in epidemiology and infection control techniques; and
  - (b) not less than three years' relevant experience.
- 8. *Recreational/Rehabilitation Officer*  
A Registered Nurse or a Register Mental Nurse who holds
  - (a) a degree in Rehabilitation Services and Disabilities; or
  - (b) an associate degree in Rehabilitation Therapy Technology; and not less than five years' relevant experience.

**(xiv) HIV/AIDS DIVISION**

- 1. *Clinical Information Specialist*  
A degree in Public Health and not less than four years' relevant experience.
- 2. *Clinical Psychologist*  
A postgraduate qualification in Clinical Psychology and not less than two years' relevant experience.
- 3. *Senior Counsellor*  
A degree in Social Work or Psychology; and not less than four years' relevant experience.



*Schedule (Cont'd)*

4. *Community Health Education Officer*
- (a) A degree in Health Education or in a related discipline; or
  - (b) A degree in a health discipline and a recognized certificate in Health Education.
- In either case, not less than three years' experience, preferably in developing health education and health promotion public awareness strategies or activities is required.
5. *Procurement Officer*
- (a) A degree in Management or Accounting or a related discipline; and not less than two years' relevant experience; or
  - (b) An associate degree in Government Procurement and not less five years' relevant experience.
6. *Nurse Phlebotomist*
- A Registered Nurse with training in blood-collecting techniques.
7. *Hotline Manager*
- At least five subjects at CSEC General Proficiency level, including English Language.
8. *Co-ordinator Domiciliary Care*
- (a) A degree in Health Education or in a related discipline; or
  - (b) A recognized qualification in an approved health discipline and a postgraduate diploma or certificate in Health Education.
- In either case, not less than three years' relevant experience is required.
9. *Health Education Officer*
- (a) A degree in Health Education or in a related discipline; or
  - (b) A degree in a health discipline and a certificate in Health Education.
- In either case, not less than three years' relevant experience is required.

*Schedule (Cont 'd)*

## (xv) ANIMAL CONTROL UNIT

1. *Animal Control Officer*  
An associate degree in Environmental Health and a certificate or a diploma in Supervisory Management; and not less than six years' relevant experience.
2. *Animal Control Inspector*  
At least four subjects at CSEC General Proficiency level and not less than three years' relevant experience.
3. *Animal Control Attendant (CVIII)*  
A secondary education.
4. *Driver/Assistant Control Officer (CV)*  
A secondary education and possession of an appropriate driver's licence.

## (xvi) ENVIRONMENTAL SANITATION UNIT

1. *Works Supervisor*
  - (a) An associate degree in Building or in Civil Engineering; or
  - (b) A secondary education and not less than ten years' experience as a first-class tradesman in the relevant trade or in road building or in building construction. The possession of a City and Guilds Certificate at Intermediate level shall count in lieu of three years' experience; or
  - (c) CSEC General Proficiency level in English Language, Mathematics or a Science subject. Not less than three years' relevant experience in road building or building construction or in a relevant trade is required.
2. *Assistant Works Supervisor*  
Level II of The City and Guilds Certificate in a relevant trade and not less than three years' relevant experience.

*Schedule (Cont 't*

3. *Jackhammer Operator*
4. *Assistant Jackhammer Operator*

A secondary education.

(xvii) TECHNICAL MANAGEMENT SERVICES

1. *Technical Assistant*
  - (a) An associate degree in Mechanical and Electrical Engineering; or
  - (b) Level II of the City and Guilds in Electronics and not less than five years relevant experience.
2. *Transport Foreman*
  - (a) Level II of the City and Guilds in Mechanics and not less than five years' experience; or
  - (b) not less than ten years' experience as a first-class Mechanic.
3. *Superintendent of Works*
  - (a) An associate degree in Building or Engineering; and not less than five years' relevant experience or
  - (b) The Caribbean Certificate of Secondary Level Competence and not less than five years' experience at the level of Assistant Superintendent of works.
4. *Maintenance Fitter (CIII)*
  - (a) The City and Guilds Certificate in the relevant trade; of
  - (b) A Certificate in the relevant trade from a recognized institution; and not less than five years' relevant experience; or
  - (c) not less than two years' experience at Grade CIV.

*Schedule (Cont'd)*

5. *Maintenance Fitter (CIV)*
  - (a) The City and Guilds Certificate in the relevant trade; or
  - (b) the Samuel Jackman Prescod Polytechnic a Certificate in the relevant trade; and not less than three years' relevant experience.

**(xviii) 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.

**(41) HOUSING****(i) GENERAL**

1. *Chief Housing Planner*
  - (a) A postgraduate degree in Geography, Economics or Physical Planning or in a related discipline; and not less than five years' relevant experience; or
  - (b) A degree in Physical Planning, Geography or Economics or in a related discipline; and not less than seven years' relevant experience.
2. *Senior Housing Planner*
  - (a) A postgraduate degree in Geography, Economics or Physical Planning or in a related discipline; and not less than two years' relevant experience; or

*Schedule (Contd)*

- (b) A degree in Geography, Physical Planning or Economics, or in a related discipline; and not less than three years' relevant experience.
- 3. *Technical Officer*
  - (a) A degree in Building, Architecture, Quantity Surveying or Engineering or in a related discipline and not less than three years' relevant experience; or
  - (b) The HND in Building or Construction Management or in a related discipline; and not less than eight years' relevant experience.
- 4. *Housing Planner I*
  - (a) A postgraduate degree in Geography, Economics or Physical Planning or in a related discipline; and not less than one year's relevant experience; or
  - (b) A degree in Geography, Economics or Physical Planning or in a related discipline; and not less than three years' relevant experience.
- 5. *Housing Planner II*

A degree in Physical Planning, Geography or Economics or in a related discipline.
- 6. *Senior Technical Assistant*
  - (a) An associate degree in Civil and Building Engineering; or
  - (b) A diploma in Civil and Structural Drafting or in a related discipline.

In either case, not less than three years' relevant experience is required.
- 7. *Technical Assistant*
  - (a) An associate degree in Civil and Building Engineering; or
  - (b) A diploma in Civil and Structural Drafting or in a related discipline.

*Schedule (Cont'd)*

8. *Chief Property Manager*  
A degree in Estate Management or in a related discipline and not less than seven years' relevant experience.
9. *Senior Property Manager*  
A degree in Estate Management or in a related discipline and not less than five years' relevant experience.
10. *Property Manager*  
A degree in Estate Management or in a related discipline and not less than two years' relevant experience.
11. *Assistant Property Manager*
- (a) An associate degree in Land Economy and Valuation, Building and Civil Engineering, or in a related discipline; or
  - (b) the diploma in Surveying Practice.
- In either case, not less than three year's relevant experience is required.
12. *Trainee Property Manager*
- (a) An associate degree in Land Economy and Valuation, Building and Civil Engineering or in a related discipline; or
  - (b) the diploma in Surveying Practice; or
  - (c) At least five subjects at CSEC General Proficiency level including English Language and Mathematics, and two subjects at "A" level.
13. *Maintenance Supervisor II*
- (a) An associate degree in Civil and Building Engineering; or
  - (b) the diploma in Surveying Practice.
- In either case, not less than three years' relevant experience is required.

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*Schedule (Cont 'd)*14. *Terrier Officer*

At least four subjects at CSEC General Proficiency level, one of which must be Mathematics, Geography, or Technical Drawing; and not less than three years' relevant experience.

15. *Supervisor Investigator*

(a) An associate degree and not less than three years' relevant experience; or

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

16. *Research Investigator*

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

17. *Programme Officer I*

A degree in Management Information Systems, Computer Science or a related discipline; and not less than three years' relevant experience.

18. *Programme Officer II*

A degree in Management Information Systems, Computer Science or a related discipline.

19. *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.

*Schedule (Cont 'd)*

## (ii) LEGAL UNIT

1. *Chief Legal Officer*  
An Attorney-at-Law of not less than nine years' standing.
2. *Principal Legal Officer*  
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.

## (42) IMMIGRATION DEPARTMENT

1. *Chief Immigration Officer*  
A degree in Management or a related discipline; and not less than nine years' relevant experience.
2. *Deputy Chief Immigration Officer*  
A degree in Management or in a related discipline; and not less than seven years' relevant experience.
3. *Assistant Chief Immigration Officer*  
A degree in Management or a related discipline; and not less than five years' relevant experience.
4. *Senior Immigration Officer*
  - (a) A degree in Public Sector Management and not less than three years' relevant experience; or
  - (b) An associate degree in Public Sector Management, Computer Science or in a foreign language; and not less than five years' relevant experience.



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*Schedule (Cont'd)*5. *Immigration Officer I*

- (a) A degree in Public Sector Management or;
- (b) An associate degree in Public Sector Management, Computer Science or in a foreign language; and not less than three years' relevant experience.

6. *Immigration Officer II*

- (a) An associate degree in Public Sector Management, Computer Science or in a foreign language; or
- (b) At least four subjects at CSEC General Proficiency level, including English language and not less than three years' relevant experience.

Preference will be given to persons with a foreign language.

7. *Immigration Officer III*

At least four subjects at CSEC 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, Management Information Systems or a related discipline; and not less than two years' relevant experience.

9. *Assistant Data Processing Officer*

- (a) An associate degree in Computer Science or Information Technology; and not less than four years' relevant experience; or
- (b) not less than two years relevant experience; and
  - (i) a degree; and
  - (ii) training in Management Information Systems.

*Schedule (Cont'd)*10. *Records Officer*

- (a) An associate degree in Computer Science and not less than three years' relevant experience; or
- (b) not less than five years' experience in the post of Senior Data Entry Operator and certification on successful completion of an approved Statistical Records Management programme.

**(43) INDUSTRY, INTERNATIONAL BUSINESS,  
COMMERCE AND SMALL BUSINESS DEVELOPMENT**

## (i) GENERAL

*E-Commerce Development Officer*

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

## (ii) INTERNATIONAL BUSINESS

1. *Director*

- (a) A postgraduate qualification in Finance, Accounting, Business Administration, Economics or Law; and not less than eight years' relevant experience; or
- (b) A degree in Finance, Accounting, Business Administration, Economics or Law; and not less than ten years' relevant experience.

2. *Deputy Director*

- (a) A postgraduate qualification in Finance, Accounting, Business Administration, Economics or Law; and not less than five years' relevant experience.

*Schedule (Cont'd)*

- (b) **A degree in Finance, Accounting, Business Administration, Economics or Law; and not less than seven years' relevant experience.**
3. *Senior Business Development Officer*  
A degree in Management, Economics, or Accounting; and not less than three years' relevant experience.
4. *Business Development Officer*  
A degree in Management, Economics, or Accounting.
5. *Chief Business Development Advisor*
- (a) A postgraduate qualification in Management, Economics, Marketing or Accounting; and not less than nine years' relevant experience; or
- (b) A degree in Management, Economics, Marketing or Accounting; and not less than ten years' relevant experience.
6. *Technical Assistant*
- (a) An associate degree in Computer Science and not less than two years' relevant experience; or
- (b) At least four subjects at CSEC General Proficiency level including English Language, Mathematics or a science subject; and not less than three years' relevant experience.
- (iii) **OFFICE OF PUBLIC COUNSEL**
1. *Public Counsel*  
An Attorney-at-Law of not less than seven years' standing and not less than five years' relevant experience.
2. *Investigations Officer*  
A degree in Management, Finance, Accounting or Law; and not less than five years' relevant experience.

*Schedule (Cons 'd)*

## (iv) OFFICE OF SUPERVISOR OF INSOLVENCY

1. *Supervisor of Insolvency*

- (a) A degree in Accounting, Law, Business Administration, Economics or Management; or
- (b) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados.

In either case, not less than nine years' relevant experience in Law, Business Administration or Accounting is required.

2. *Insolvency Officer I*

A degree in Management, Accounts or Law; and not less than three years' relevant experience.

3. *Insolvency Officer II*

A degree in Management, Accounts or Law.

**(44) 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 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.

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*Schedule (Con! 'd)*

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, Finance or 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, Finance or 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.

6. *Senior Data Processing Officer*

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

*Schedule (Cont'd)*

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' relevant 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 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 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, 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

*Schedule (Cons d)*

- (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 examinations 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) A CAPE certificate or an equivalent certificate in Accounting; and not less than three years' experience in Accounting; or
  - (d) A CAPE 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 Accounting programme; or
  - (e) Recruitment of Clerical Officers after certification on the successful completion of an approved specialized Accounting programme. Not less than three years' experience in Accounting is required.

*Schedule (Cont'd)*

12. *Legal Assistant*  
A certificate in Para-legal studies and not less than three years' relevant experience.
13. *Attendant*  
A secondary education.

**(45) INTERNATIONAL TRANSPORT**

1. *Chief Technical Officer*
- (a) A postgraduate qualification in Aviation Management, Maritime Management, Economics, Management, Accounting or Law; and not less than five years' relevant experience at a management level; or
  - (b) A degree in Aviation Management, Maritime Management, Economics, Management, Accounting or Law; and not less than seven years' relevant experience at a management level.
2. *Deputy Chief Technical Officer*
- (a) A postgraduate qualification in Aviation Management, Maritime Management, Economics, Management, Accounting or Law ; and not less than three years' experience at a management level; or
  - (b) A degree in Aviation Management, Maritime Management, Economics, Management, Accounting or Law; and not less than five years' relevant experience at management level.
3. *Senior Research Officer*
- (a) A postgraduate degree in Aviation Management, Maritime Management or in Social Science discipline; and not less than two years' relevant experience; or
  - (b) A degree in Aviation Management, Maritime Management or in a Social Science discipline; and not less than four years' relevant experience.



*Schedule (Cont'd)*

4. *Research Officer I*
  - (a) A postgraduate degree in Aviation Management, Maritime Management or in a Social Science discipline; and not less than one year's relevant experience; or
  - (b) A degree in Aviation Management, Maritime Management or in a Social Science discipline; and not less than three years' relevant experience.
5. *Research Officer II*

A degree in Aviation Management, Maritime Management, Economics or in a Social Science discipline.
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' relevant experience in a maritime organisation.
7. *Assistant Shipping Superintendent*
  - (a) A degree in Maritime Studies; or
  - (b) A degree; and not less than four years' relevant experience at a maritime organisation.

**(46) LABOUR****(i) GENERAL**

- Chief Research and Planning Officer*
  - (a) A postgraduate qualification in Economics or in a related discipline; and not less than seven years' relevant experience; or
  - (b) A degree in Economics or in a related discipline; and not less than nine years' relevant experience.
2. *Chief Research and Planning Officer*
  - (a) A postgraduate qualification in Economics or in a related discipline and not less than five years' relevant experience; or

*Schedule (Cont'd)*

- (b) A degree in Economics or in a related discipline and not less than seven years' relevant experience.
  - 3. *Labour Economist*
    - (a) A postgraduate qualification in Economics and not less than one year's relevant experience; or
    - (b) A degree in Economics and not less than three years' relevant experience.
  - 4. *Senior Field Investigator*
    - (a) An associate degree and not less than three years' relevant experience; or
    - (b) At least four subjects at CSEC General Proficiency level, including English Language and not less than five years' experience as a Field Investigator; or
    - (c) Specialised training in Survey Methods at a recognized institution and not less than three years' experience as a Field Investigator.
  - 5. *Field Investigator*

At least four subjects at CSEC General Proficiency level, including English Language and not less than three years' relevant experience.
- (ii) ANTI-DISCRIMINATION UNIT
  - 1. *Co-ordinator*

A degree in a Social Science discipline and not less than five years' relevant experience.
  - 2. *Investigator*

A degree in a Social Science discipline and not less than three years' relevant experience.
- (iii) LABOUR DEPARTMENT
  - 1. *Chief Labour Officer*
    - (a) A postgraduate degree in Labour Administration, Labour and Employment Relations or Human Resource Management; and not less than nine years' relevant experience; or

*Schedule (Cont 'd)*

- (b) A degree in Labour Administration, Labour and Employment Relations or Human Resource Management; and not less than ten years' relevant experience.
2. Deputy Chief Labour Officer
- (a) A postgraduate degree in Labour Administration, Labour and Employment Relations or Human Resource Management; and not less than seven years' relevant experience; or
  - (b) A degree in Labour Administration, Labour and Employment Relations or Human Resource Management; and not less than eight years' relevant experience.
3. *Assistant Chief Labour Officer*
- (a) A postgraduate degree in Labour Administration, Labour and Employment Relations or Human Resource Management; and not less than three years' relevant experience; or
  - (b) A degree in Labour Administration, Labour and Employment Relations or Human Resource Management; and not less than five years' relevant experience.
4. *Senior Labour Officer*
- (a) A postgraduate degree in Labour and Employment Relations or Human Resource Management; and not less than two years' relevant experience; or
  - (b) A degree in Labour and Employment Relations or Human Resources Management; or
  - (c) A degree in a Social Science discipline, which includes courses in any two of the following areas:
    - (i) Industrial Relations;
    - (ii) Human Resource Management;
    - (iii) Labour Law;
    - (iv) Labour Economics

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

*Schedule (Cant 'd)*

5. *Labour Officer I*
- (a) A degree in Labour and Employment Relations or in Human Resource Management; and not less than one year's relevant experience; or
- (b) A degree in a Social Science discipline, which includes courses in any two of the following areas:
- (i) Industrial Relations;
  - (ii) Human Resource Management;
  - (iii) Labour Law;
  - (iv) Labour Economics
- In either case, not less than two years' relevant experience is required.
6. *Labour Officer II*
- Not less than three years' relevant experience; and
- (a) at least two CAPE certificates; or
- (b) an associate degree.
7. *Senior Safety and Health Officer*
- A degree in Natural Science, Environmental Science, Health Science or Occupational Safety and Health; and not less than three years' relevant experience.
8. *Safety and Health Officer*
- A degree in Natural Science, Environmental Science, Health Science or Occupational Health and Safety; and not less than one year's relevant experience.

**(47) LAND REGISTRY**

## (i) LAND ADJUDICATION

1. *Commissioner of Tides*

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

*Schedule (Copt d)*

2. *Chief Registration Officer*  
An Attorney-at-Law of not less than seven years' standing.
  3. *Senior Registration Officer*  
An Attorney-at-Law of not less than five years' standing.
  4. *Registration Officer*  
An Attorney-at-Law.
  5. *Principal Legal Assistant*  
An associate degree in Para-legal Studies and not less than seven years' relevant experience.
  6. *Senior Legal Assistant*  
An associate degree in Para-legal Studies and not less than five years' relevant experience.
  7. *Legal Assistant*  
An associate degree in Para-legal Studies and not less than three years' relevant experience.
  8. *Senior Machine Operator*
    - (a) An associate degree in Computer Studies and not less than one year's relevant experience; or
    - (b) At least five subjects at CSEC General Proficiency level, including English Language and not less than three years' relevant experience.
  9. *Vault Attendant*  
A secondary education.
- (iii) LAND REGISTRATION
- I. *Registrar of Titles*  
An Attorney-at-Law of not less than seven years' standing and at least six years' relevant experience.

*Schedule (Cont'd)*

2. *Deputy Registrar of Titles*  
An Attorney-at-Law of not less than five years' standing.
3. *Registration Officer*  
An Attorney-at-Law.
4. *Assistant Registrar*  
An associate degree in Para-legal Studies and not less than six years' experience at the level of Senior Legal Assistant.
5. *Senior Legal Assistant*  
An associate degree in Para-legal Studies and not less than five years' relevant experience.
6. *Legal Assistant*  
An associate degree in Para-legal Studies and not less than three years' relevant experience.

**(48) LAND TAX DEPARTMENT**

1. *Commissioner*  
Associate or Corporate membership of one of the following professional bodies and the corresponding designation:
  - (a) The Royal Institute of Chartered Surveyors (MRICS) General Practice Section;
  - (b) The Institute of Revenues, Rating and Valuation;
  - (c) The Appraisal Institute of Canada (A.A.C.I);
  - (d) The Appraisal Institute (M.A.I.; S.R.A);
  - (e) The American Society of Appraisers (A.S.A);
  - (f) The Australian Property Institute (C.P.V)In each case, not less than nine years' relevant experience is required.

*Schedule (Cont'd)*2. *Deputy Commissioner*

Associate or Corporate membership of one of the following professional bodies and the corresponding designation:

- (a) The Royal Institute of Chartered Surveyors (MRICS) General Practice Section;
- (b) The Institute of Revenues, Rating and Valuation (I.R.R.V.);
- (c) The Appraisal Institute of Canada (A.A.C.I.);
- (d) The Appraisal Institute (M.A.I.; S.R.A.);
- (e) The American Society of Appraisers (A.S.A.);
- (f) The Australian Property Institute (C.P.V.).

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

3. *Supervising Valuer*

Associate or Corporate Membership of one of the following professional bodies and the corresponding designation:

- (a) The Royal Institute of Chartered Surveyors (M.RICS) General Practice Section Division;
- (b) The Institute of Revenues, Rating and Valuation;
- (c) The Appraisal Institute of Canada (A.A.C.I.);
- (d) The Appraisal Institute (M.A.I.; S.R.A.);
- (e) The American Society of Appraisers (A.S.A.);
- (g) The Australian Property Institute (C.P.V.).

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

*Schedule (Cont 'd)*4. *Valuer I*

- (a) Associate or Corporate membership of one of the following professional bodies and the corresponding designation:-
- (b) The Royal Institute of Chartered Surveyors (MRICS) General Practice Division;
- (c) The Institute of Revenues, Rating and Valuation;
- (d) The Appraisal Institute of Canada (A.A.C.I.);
- (e) The Appraisal Institute (M.A.I.; S.R.A.);
- (O) The American Society of Appraisers (A.S.A.);
- (g) The Australian Property Institute (C.P.V); or
- (h) A degree in one of the following areas:
  - (i) Valuations;
  - (ii) Urban Estate Management;
  - (iii) Urban Land Appraisal;
  - (iv) Land Economy;
  - (v) Real Estate Management; or
  - (vi) Property Investment and Management.

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

5. *Valuer II*

A degree or diploma in one of the following areas:-•

- (a) Valuations;
- (b) Urban Estate Management;
- (c) Land Economy;
- (d) Real Estate Management;

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*Schedule (Cont'd)*

- (e) Economics;
- (f) Investment and Finance in Property.

In each case not less than one year's experience in a Valuation Environment.

6. *Senior Draughtsman*

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

7. *Tax Relief Investigator*

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

8. *Assistant Valuer*

- (a) An associate degree in Building or in Civil Engineering; or
- (b) A certificate in Property Management from an approved institution; or
- (c) The Diploma in Surveying Practice from the College of Estate Management or from an approved institution.

9. *Draughtsman*

An associate degree in Building or in Civil Engineering.

10. *Attendant*

A secondary education.

**(49) LANDS AND SURVEYS DEPARTMENT**

1. *Chief Surveyor*

A licensed Land Surveyor with not less than ten years' relevant experience.

2. *Senior Surveyor*

A licensed Land Surveyor with not less than seven years' relevant experience.

*Schedule (Cont'd)*

3. *Land Surveyor*  
A licensed Land Surveyor
4. *Senior Draughtsman*  
An associate degree in Building or Civil Engineering; and not less than three years' relevant experience.
5. *Draughtsman*  
An associate degree in Building or Civil Engineering.
6. *Senior Computer Operator*
  - (a) A Technician's Diploma in Land or Geographical Information Systems; or
  - (b) An associate degree in Computer Science.In either case not less than three years' relevant experience is required.
7. *Computer Operator/Compiler*  
An associate degree in Computer Science.
8. *Technical Officer*  
A degree in Computer Science, Land Information Systems, Geographic Information Systems, Surveying or Land Information; and not less than three years' relevant experience.  
A sound knowledge of database management is required.  
A background in land surveying would be an asset.

**(50) LICENSING AUTHORITY**

1. *Chief Licensing Officer*
  - (a) A degree in Management or Accounting or a related discipline; and
    - (i) A certificate in Auto-Mechanics or Mechanical Engineering; and
    - (ii) not less than six years relevant experience; or

*Schedule (Cont'd)*

- (b) A diploma or an associate degree in Accounting and
  - (i) A certificate in Auto-Mechanics or Mechanical Engineering; and
  - (ii) not less than ten years' relevant experience; or
- (c) An associate degree in Auto Mechanics or Mechanical Engineering; and
  - (i) A diploma in Management; and
  - (ii) not less than ten years' relevant experience.

2. *Senior Vehicle Examiner*

- (a) An associate degree in Mechanical Engineering, Electrical Engineering or Auto Mechanics; and not less than six years' relevant experience; or
- (b) The Final Certificate of the City and Guilds in Mechanics and not less than six years' relevant experience.

In either case, a certificate in Management or Supervisory Management is required.

3. *Senior Testing Officer*

- (a) At least five subjects at CSEC General Proficiency level; and
- (b) A certificate in Management or Supervisory Management; and
- (c) not less than three years' experience in the post of Testing Officer

The possession of a valid driver's licence is required.

4. *Licensing Officer*

- (a) A degree in Accounting or Management; and not less than one year's relevant experience; or

*Schedule (Cont'd)*

- (b) A diploma or an associate degree in Accounting and not less than three years' relevant experience.

5. *Testing Officer*

At least four subjects at CSEC General Proficiency level and not less than five years' driving experience. Possession of a driver's licence is required.

6. *Vehicle Examiner*

- (a) An associate degree in Mechanical Engineering, Electrical Engineering or Auto-Mechanics; and not less than five years' relevant experience; or
- (b) the Final Certificate of the City and Guilds in Mechanics and not less than five years' relevant experience.

7. *Senior Transport Inspector*

- (a) At least five subjects at CSEC General Proficiency; and
- (b) The City and Guilds Level 1 Certificate of Motor Mechanics; and
- (c) A certificate in Management or Supervisory Management; and
- (d) not less than three years' relevant experience.

8. *Transport Inspector*

- (a) At least four subjects at CSEC General Proficiency; and
- (b) The City and Guilds Level 1 certificate of Motor Vehicles; and

Must be a Registered Island Constable.

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*Schedule (Cont'd)*

## (51) MEDIA RESOURCES DEPARTMENT

- I. Chief Media Resource Officer
  - (a) A degree; and
  - (b) A teacher's certificate; and
  - (c) not less than seven years' relevant experience.

Specialized training in information technology, educational television, film production, schools broadcasts or dramatic arts, including stage management is required.
2. *Assistant Chief Media Resource Officer*
  - (a) A degree; and
  - (b) A teacher's certificate; and
  - (c) not less than five years' relevant experience.

Specialized training in information technology, educational television, film production, schools broadcast or dramatic arts, including stage management is required.
3. *Technical Officer I*
  - (a) A degree in information Technology or Multimedia Productions or in a related discipline; and not less than four years' relevant experience; or
  - (b) A Higher National Diploma in Information Technology or Multimedia Productions or in a related discipline; and not less than six years' relevant experience.

In either *case*, experience in Studio Operations and Printing Press Operations is required.
4. *Technical Officer II*
  - (a) A degree in Information Technology or Multimedia Productions or in a related discipline; and not less than two years' relevant experience; or

*Schedule (Cont'd)*

- (b) **A Higher National Diploma in Information Technology or Multimedia Productions or in a related discipline and not less than two years' relevant experience.**

In either case, experience in Studio Operations and Printing Press Operations is required.

5. *Media Resource Officer*

- (a) A degree; and
- A certificate or a diploma in Education; and
- (ii) not less than three years' teaching experience;  
Or
- (b) A certificate or a diploma in Education; and not less than seven years' teaching experience.

6. *Technician I*

An associate degree in Electrical Engineering, Electronics or Computer Technology.

7. *Technician II*

Level II of the City and Guilds Certificate in Electronics or Computer Technology; and not less than four years' relevant experience.

8. *Trainee Technician*

A Certificate in Electronics from an approved institution.

9. *Photographer*

At least four subjects at CSEC General Proficiency level or a certificate in Photography; and not less than three years' experience in the fundamentals of photography and film processing.

10. *Graphic Artist*

An associate degree in Applied Arts (Graphic Design) and not less than one years' relevant experience.

*Schedule (Cont'd)*

11. *Cameraman*

An associate degree in Film or in a related discipline and not less than five years' relevant experience.

Knowledge of the fundamentals of television, cameras and cine-photography is required.
12. *Floor Manager*
13. *Technical Assistant*

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

**(52) METEOROLOGICAL SERVICES**

1. *Director of Meteorological Services*
  - (a) A degree in Meteorology; or
  - (b) A degree in Mathematics or Physics; and must have received training in Meteorology after graduating.

In either case, not less than ten years' relevant experience is required.
2. *Deputy Director of Meteorological Services*
  - (a) A degree in Meteorology; or
  - (b) A degree in Mathematics or Physics; and must have received training in Meteorology after graduating.

In either case, not less than seven years' relevant experience is required.
3. *Senior Meteorologist*
  - (a) A degree in Meteorology; or
  - (b) A degree in Mathematics or Physics; and must have received training in Meteorology after graduating.

*Schedule (Cont'd)*

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

4. *Meteorologist I*

- (a) A degree in Meteorology; or
- (b) A degree in Mathematics or Physics and must have received training in Meteorology after graduating.

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

5. *Meteorologist II*

Successful completion of the Senior Level Technicians' Course at a recognized Meteorological Institution and not less than five years' relevant experience.

6. *Electronic Engineer/Officer*

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

7. *Senior Technician*

The Higher National Certificate in Electronics or Electrical Engineering; and not less than three years' relevant experience.

8. *Senior Meteorological Assistant*

Successful completion of the Meteorological Assistants' Mid-Level Technicians' course and not less than five years' experience in the grade of Meteorological Assistant I.

9. *Meteorological Assistant I*

Successful completion of the Meteorological Assistants' Mid-Level Technicians' course and

not less than five years' experience in the grade of Meteorological Assistant II.



*Schedule (Cont'd)*10. *Meteorological Assistant II*

At least four subjects at CSEC General Proficiency Level including English Language, Mathematics and a Science subject (preferably Physics).

Automatic advancement beyond the Qualification Bar is permitted on the successful completion of the entry-level Technicians' course at a recognized meteorological institution.

**(53) NATIONAL COUNCIL FOR SCIENCE AND TECHNOLOGY**1. *Director*

A postgraduate degree in Natural Science or Technology; and not less than seven years' postgraduate experience.

2. *Senior Technical Officer*

(a) A postgraduate degree in one of the Natural Science or Technology; and not less than one year's relevant experience; or

(b) A degree in a Natural Science or Technology; and not less than three years' relevant experience.

**(54) NATIONAL DISABILITY UNIT**I. *Director*

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

Specialized training in the area of disabilities or experience with disabled persons would be an asset.

2. *Assistant Director*

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

Specialized training in the area of disabilities or experience with disabled persons would be an asset.

3. *Social Worker I*

An associate degree in Social Work and not less than three years' relevant experience.

*Schedule (Cant 'd)*

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

4. *Social Worker II*  
An associate degree in Social Work.
5. *Driver/Attendant*  
A licenced driver with a secondary education.

**(55) NATIONAL HIV/AIDS COMMISSION**

1. *Director*
  - (a) A postgraduate qualification in Public Health, Management, Sociology, Public Health Education or in a related discipline; and not less than eight years' relevant experience; or
  - (b) A degree in Public Health, Management, Sociology or Public Health Education or in a related discipline; and not less than nine years' relevant experience ; or
  - (c) A degree; and
    - (i) an approved diploma in Management, Sociology, Public Health Education or in a related discipline; and
    - (ii) not less than nine years' relevant experience.
2. *Deputy Director*
  - (a) A postgraduate qualification in Public Health, Management, Sociology, Public Health Education or in a related discipline; and not less than six years' relevant experience; or
  - (b) A degree in Public Health, Management, Sociology, Public Health Education or in a related discipline; and not less than seven years' relevant experience; or
  - (c) A degree; and
    - (i) an approved diploma in Management, Sociology or Public Health Education or in a related discipline; and
    - (ii) not less than nine years' relevant experience.

*Schedule (Cont'd)*

3. *Assistant Director*
  - (a) A postgraduate qualification in Public Health, Management, Sociology, Public Health Education or in a related discipline; and not less than one year's relevant experience; or
  - (b) A degree in Public Health, Management, Sociology, Public Health Education or in a related discipline; and not less than three years' relevant experience; or
  - (c) A degree; and
    - (i) an approved diploma in Management, Public Health Administration, Sociology, Public Health Education or in a related discipline; and
    - (ii) not less than three yearS' relevant experience.
4. *Behaviour Change Specialist*
  - (a) A postgraduate qualification in Public Health, Communications, Behavioural Science, or a related discipline; and not less than one year's relevant experience; or
  - (b) A degree in Public Health, Communications, or Behavioural Science; and not less than three years' relevant experience.
5. *Public Relations/Liaison Officer*
  - (a) A degree in Mass Communications and not less than three years' relevant experience; or
  - (b) A degree; and a professional qualification in Mass Communications and not less than three years' relevant experience.

**(56) NATIONAL INSURANCE DEPARTMENT**

1. *Director*
  - (a) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than seven years' experience in a senior administrative or executive position; or

*Schedule (Cant 'd)*

- (b) A postgraduate qualification in Management, Finance, Industrial Relations, International Relations or in a related discipline; and not less than seven years' experience in a senior administrative or executive position; or
- (c) A degree in Management, Finance, Industrial Relations, International Relations or in a related discipline; and not less than nine years' experience in a senior administrative or executive position.

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

2. *Chief Legal Officer*

An Attorney-at-Law of not less than ten years' standing and not less than seven years' relevant experience.

3. *Deputy Director*

- (a) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than five years' experience in a senior administrative or executive position; or
- (b) A postgraduate qualification in Management, Finance, Industrial Relations, International Relations or in a related discipline; and not less than five years' experience in a senior administrative or executive position; or
- (c) A degree in Management, Finance, Industrial Relations, International Relations or in a related discipline; and not less than seven years' experience in a senior administrative or executive position.

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

4. *Chief Information Technology Officer*

- (a) A postgraduate qualification in Computer Science or in a related discipline and not less than six years' relevant experience; or

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*Schedule (Cont'd)*

- (b) A degree in Computer Science or in a related discipline and not less than eight years' relevant experience.

In either case, training in software and hardware design and implementation is required.

5. *Manager: Investments*

- (a) The Certified Financial Analyst (CFA) designation; or  
(b) A postgraduate qualification in Finance or Investments.

In either case, five years' experience in the management of a medium to large investments portfolio is required as well as training in investment analysis and portfolio management.

6. *Principal Legal Officer*

An Attorney-at-law of not less than seven years' standing and not less than five years' relevant experience.

7. *Actuary*

- (a) An Associateship in Actuarial Science; or  
(b) A Fellowship in Actuarial Science

8. *Chief Internal Auditor*

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

9. *Financial Controller*

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

*Schedule (Cont'a9)*

10. *Finance Officer, Compliance*  
11. *Finance Officer Accounts*  
12. *Finance Officer Collections*
- (a) A degree in Accounting or Finance; and not less than eight years' relevant experience; 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; and not less than eight years' relevant experience.
13. *Investment Officer*
- (a) A postgraduate qualification in Finance, Economics or Investments; and not less than five years' relevant experience; or
- (b) A professional Accounting designation and not less than five years' relevant experience.
- In either case, training and experience in investment analysis and portfolio management is required.
14. *Investment Officer II*
- (a) A postgraduate qualification in Finance, Economics or Investments; and not less than four years' relevant experience; or
- (b) A degree in Finance, Economics or Accounting; and not less than six years' relevant experience.
15. *Investment Analyst*  
16. *Investment Officer*
- (a) A postgraduate qualification in Finance, Economics or Investments and not less than four years' relevant experience; or
- (b) A degree in Finance, Economics, or Accounting; and not less than six years' relevant experience.

*Schedule (Cont'd)*

3. *Assistant Director*
  - (a) A postgraduate qualification in Public Health, Management, Sociology, Public Health Education or in a related discipline; and not less than one year's relevant experience; or
  - (b) A degree in Public Health, Management, Sociology, Public Health Education or in a related discipline; and not less than three years' relevant experience; or
  - (c) A degree; and
    - (i) an approved diploma in Management, Public Health Administration, Sociology, Public Health Education or in a related discipline; and
    - (ii) not less than three years' relevant experience.
4. *Behaviour Change Specialist*
  - (a) A postgraduate qualification in Public Health, Communications, Behavioural Science, or a related discipline; and not less than one year's relevant experience; or
  - (b) A degree in Public Health, Communications, or Behavioural Science; and not less than three years' relevant experience.
5. *Public Relations/Liaison Officer*
  - (a) A degree in Mass Communications and not less than three years' relevant experience; or
  - (b) A degree; and a professional qualification in Mass Communications and not less than three years' relevant experience.

**(56) NATIONAL INSURANCE DEPARTMENT**

1. *Director*
  - (a) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than seven years' experience in a senior administrative or executive position; or

*Schedule (Cont 'd)*

- (b) A postgraduate qualification in Management, Finance, Industrial Relations, International Relations or in a related discipline; and not less than seven years' experience in a senior administrative or executive position; or
- (c) A degree in Management, Finance, Industrial Relations, International Relations or in a related discipline; and not less than nine years' experience in a senior administrative or executive position.

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

2. *Chief Legal Officer*

An Attorney-at-Law of not less than ten years' standing and not less than seven years' relevant experience.

3. *Deputy Director*

- (a) A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than five years' experience in a senior administrative or executive position; or
- (b) A postgraduate qualification in Management, Finance, Industrial Relations, International Relations or in a related discipline; and not less than five years' experience in a senior administrative or executive position; or
- (c) A degree in Management, Finance, Industrial Relations, International Relations or in a related discipline; and not less than seven years' experience in a senior administrative or executive position.

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

4. *Chief Information Technology Officer*

- (a) A postgraduate qualification in Computer Science or in a related discipline and not less than six years' relevant experience; or

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*Schedule (Cont'd)*

- (b) A degree in Computer Science or in a related discipline and not less than eight years' relevant experience.

In either case, training in software and hardware design and implementation is required.

5. *Manager, Investments*

- (a) The Certified Financial Analyst (CFA) designation; or

- (b) A postgraduate qualification in Finance or Investments.

In either case, five years' experience in the management of a medium to large investments portfolio is required as well as training in investment analysis and portfolio management.

6. *Principal Legal Officer*

An Attorney-at-law of not less than seven years' standing and not less than five years' relevant experience.

7. *Attuary*

- (a) An Associateship in Actuarial Science; or

- (b) A Fellowship in Actuarial Science

8. *Chief Internal Auditor*

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

9. *Financial Controller*

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

*Schedule (Cont'd)*

10. *Finance Officer, Compliance*  
11. *Finance Officer, Accounts*  
12. *Finance Officer, Collections*
- (a) A degree in Accounting or Finance; and not less than eight years' relevant experience; 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; and not less than eight years' relevant experience.
13. *Investment Officer I*
- (a) A postgraduate qualification in Finance, Economics or Investments; and not less than five years' relevant experience; or
- (b) A professional Accounting designation and not less than five years' relevant experience.
- In either case, training and experience in investment analysis and portfolio management is required.
14. *Investment Officer II*
- (a) A postgraduate qualification in Finance, Economics or Investments; and not less than four years' relevant experience; or
- (b) A degree in Finance, Economics or Accounting; and not less than six years' relevant experience.
15. *Investment Analyst*  
16. *Investment Officer*
- (a) A postgraduate qualification in Finance, Economics or Investments and not less than four years' relevant experience; or
- (b) A degree in Finance, Economics, or Accounting; and not less than six years' relevant experience.

*Schedule (Cont 'd)*

17. *Assistant Director*

A degree in Management or Accounting or in a related discipline; and not less than seven years' relevant experience.

18. *Assistant Director, Human Resources and Administration*

(a) A postgraduate qualification in Human Resource Management or a related discipline and not less than six years' relevant experience; or

(b) A degree in Human Resource Management or in a related discipline and not less than seven years' relevant experience.

19. *Systems Network Administrator*

(a) A degree in Computer Science or a related discipline; or

(b) A relevant certified information technology professional qualification.

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

20. *Project 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.

21. *System/Portal Administrator*

(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.

*Schedule (Cant 'd)*

22. *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.
23. *Manager, Accounts*
- (a) A degree in Accounting; or
  - (b) Completion of at least Level 4 of the Certified General Accountants 'Association programme or equivalent qualification.
- In either case, a minimum of five years' experience in accounting or auditing is required;
- An extensive knowledge of spreadsheet and accounting software would be an asset.
24. *Senior Data Processing Officer*
- A degree in Computer Science or Management Information Systems and not less than five years' relevant experience.
25. *Principal Inspector*
- (a) A degree in Accounting, Business Administration or Finance; or
  - (b) Completion of Level 4 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;
- In either case, a minimum of five years' experience in accounting or auditing is required.
26. *Database Administrator*
- A degree in Computer Science or in a related discipline and not less than three years' relevant experience.

*Schedule (Cant 'd)*27. *Senior Internal Auditor*

- (a) A degree in Accounting, Management or in a related discipline; 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.

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

28. *Senior Accounts Officer*

- (a) A degree in Accounting;
- (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 an equivalent qualification.

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

29. *Senior Accounts Officer*

- (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.

In either case, a minimum of three years' experience in auditing or accounting is required;

Extensive knowledge of spreadsheet and accounting software would be an asset.

30. *Senior Human Resource Officer*

- (a) A postgraduate qualification in Human Resource Management or in a related discipline and not less than two years' relevant experience or
- (b) A degree in Human Resource Management or in a related discipline and not less than three years' relevant experience.

*Schedule (Cont 'd)*31. *Marketing Research Officer*

A degree in Marketing, Economics or Management or a related discipline; and not less than three years' relevant experience.

32. *Board Secretary*

(a) A degree in Management or a related discipline and not less than three years' relevant experience; or

(b) Membership of the Institute of Corporate Secretaries and Administrators and not less than five years' relevant experience.

In either case, a sound knowledge of the relevant rules, regulations and legislation is required.

33. *Systems Analyst/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 Studies or Management Information Systems.

In either case, not less than one year's experience in programming is required.

Experience with network systems would be an asset

34. *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 Studies or Management Information Systems.

In either case, not less than one year's experience is required.

35. *Actuarial Analyst*

A degree in Actuarial Science, Mathematics or Statistics or in a related discipline; and not less than three years' relevant experience.

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*Schedule (font 'd')*

36. *Insurance Officer I*
- (a) A degree in Accounting, Economics or Management; and not less than three years' relevant experience; or
  - (b) **Completion of the Fundamentals Level of the Association of Chartered Certified Accountants (ACCA) or the equivalent level of a Professional Qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than five years' relevant experience is required; or**
  - (c) The Final Certificate in Insurance and not less than five years' relevant experience; or
  - (d) The Executive Diploma in Social Security Management and not less than five years' relevant experience.
37. *Document Management Officer*
- A degree in Library Science or Records Management or in a related discipline; and not less than three years' relevant experience.
38. *Insurance Officer II*
- (a) A degree in Accounting, Economics or Management or in a related discipline; or
  - (b) Completion of the Fundamentals Level of the Association of Chartered Certified Accountants (ACCA) or the equivalent level of a Professional Qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than three years' relevant experience; or
  - (c) The Intermediate Certificate in Insurance and not less than three years' relevant experience; or
  - (d) The Executive Diploma in Social Security Management and not less than three years' relevant experience.
39. *Operations Officer*
- A degree in Management, Accounting or in a related discipline; and not less than three years' relevant experience.

*Schedule (Cont'd)*

40. *Human Resource Officer*  
A degree in Human Resource Management or in a related discipline.
41. *Inspector*
- (a) A degree in Accounting, Business Administration, Finance or in a related discipline; or
  - (b) Completion of a Level 3 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; or
  - (c) The Executive Diploma in Social Security Management and not less than three years' relevant experience.
42. *End User Support Specialist*  
An associate degree in Computer Science or in a related discipline and not less than one years' relevant experience.
43. *Computer Operator*  
An associate degree in Computer Science and not less than one relevant experience.
44. *Accounts Officer I*
- (a) A degree with a major in Accounting and not less than one year's experience in Accounting; or
  - (b) An associate degree in Accounting and not less than five years' relevant experience; 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; and not less than three years' relevant experience.
45. *Accounts Officer II*
- (a) An associate degree in Accounting; or
  - (b) A CAPE certificate in Accounting and not less than two years' relevant experience.



*Schedule (Cont'd)*

46. *Enterprise Resource Programme Support Specialist*  
A degree in Computer Science or in Management Information Systems.
47. *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.
- In either case, not less than two years' experience in Accounting is required.
48. *Internal Auditor II*
- (a) An associate degree in Accounting; or
  - (b) A CAPE certificate in Accounting and not less than two years' relevant experience.
49. *Communication and Publication Officer*  
An associate degree in Computer Science and not less than one year's relevant experience.
50. *Audit Clerk*  
At least four subjects at CSEC General Proficiency level, including English Language and either Accounts or Mathematics.
51. *Senior Legal Assistant*  
An associate degree in Para-Legal Studies and not less than five years' relevant experience.
52. *Legal Assistant*  
An associate degree in Para-Legal Studies and not less than three years' relevant experience.
53. *Senior Data Quality Officer*  
An associate degree in Public Administration, Business Studies or in a related discipline; and not less than one year's relevant experience.

*Schedule (font 'd')*

54. *Insurance Officer III*
- (a) An associate degree in Public Administration or in a related discipline and not less than two years' relevant experience; or
  - (b) At least four subjects at CSEC General Proficiency Level, including English Language and not less than three years' relevant experience.

**(57) NATIONAL LIBRARY SERVICE**

1. *Director*
- A postgraduate degree in Library Science, Library and Information Science or in Archives Management; and
- (a) A certificate or a diploma in Management or Public Administration; and
  - (b) not less than seven years' relevant experience, three of which should be in a senior management position.
2. *Deputy Director*
- A postgraduate degree in Library Science, Information Science or in Archives Management; and
- (a) A certificate or diploma in Management or Public Administration; and
  - (b) not less than five years' relevant experience, three of which should be in a senior management position.
3. *Co-ordinator, Government Department Libraries*
- A postgraduate degree in Library Science or Library and Information Science; and
- (a) a certificate or diploma in Records or Archives Management; and
  - (b) not less than two years' post graduate experience in an approved library service.

*Schedule (Cont'd)*

4. *Senior Librarian*
  - (a) A postgraduate degree in Library Science, Library and Information Science or in a related discipline; and not less than three years' experience in an approved library service, one of which should be in a supervisory position; or
  - (b) A degree in Library Science or Library and Information Science; and
    - (i) a postgraduate degree in an approved subject speciality; and
    - (ii) six years' experience in an approved library service, three of which should be in a supervisory position.
5. *Librarian*
  - (a) A postgraduate degree in Library Science or in Library and Information Science; and not less than three years' relevant experience; or
  - (b) A degree in Library Science and not less than five years' relevant experience.
6. *Library Assistant I*

A degree in Library Science.
7. *Library Assistant II*

An associate degree and not less than three years' relevant experience.
8. *Library Assistant III*

At least four subjects at CSEC General Proficiency level, including English Language and Information Technology.
9. *Supervisor, Microfilming and Binding*
  - (a) A diploma or certificate in Management; and
  - (b) A certificate in Information and Image Management; and

*Schedule (Cont'd)*

- (c) Not less than five years' experience, two of which should be in a supervisory capacity, in bookbinding or microfilming or a related reprographic skill.

10. *Data Processing Manager*

A degree in Computer Studies or Management Information Systems; and not less five years' than relevant experience.

11. *Trainee Data Processing Manager*

A degree in Computer Studies.

12. *Graphic Artist*

An associate degree in Applied Arts (Graphic Design), Commercial Art or Fine Arts; and not less than one year's relevant experience.

13. *Technical Assistant*

At least five subjects at CSEC General Proficiency level including English and Chemistry; and not less than two years' relevant experience.

14. *Binder*

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

15. *Binder's Assistant*

A secondary education.

Previous experience in binding work would be an asset.

16. *Library Attendant*

A secondary education and not less than six month's experience in book repair and janitorial or custodial maintenance.

**(58) NATURAL, HERITAGE DEPARTMENT**

1. *Director*

- (a) Chartered Membership of Architects, Landscape Architects, or Planners Association; and not less than three years' relevant experience; or

*Schedule (Cont'd)*

- (b) A postgraduate degree in Architecture, Environmental Planning, Landscape Architecture, Horticulture or Biodiversity combined with Conservation; and not less than six years' relevant experience; or
  - (c) A degree in Architecture, Environmental Planning, Landscape Architecture, Horticulture or Biodiversity combined with Conservation; and not less than seven years' relevant experience.
2. *Senior Technical Officer*
- (a) A postgraduate degree in Environmental Planning, Landscape Architecture, Horticulture, Biodiversity combined with Conservation or Tourism Conservation combined with Sustainable Development; and not less than four years' relevant experience; or
  - (b) A degree in Environmental Planning, Landscape Architecture, Horticulture, Biodiversity combined with Conservation or Tourism Conservation combined with Sustainable Development; and not less than five years' relevant experience.
3. *Technical Officer I*
- (a) A postgraduate degree in Tourism Conservation, Sustainable Development or Protected Landscape Management, or a related discipline; and not less than one year's relevant experience; or
  - (b) A degree in Architecture, Landscape Architecture or in a related discipline; and not less three years' relevant experience.
4. *Technician*
- (a) An associate degree in Building or Civil Engineering; or
  - (j) An associate degree in Architectural Studies; or
  - (c) A diploma in Tropical Agriculture.
- Not less than three years' post qualifying experience is required.

*Schedule (Cant 'd)*

5. *Field Supervisor*
  - (a) Not less than five years' experience as a Supervisor "B";  
or
  - (b) At least two subjects at CSEC General Proficiency level;  
and not less than three years' experience in a supervisory  
position.
6. *Operations Supervisor*

At least four subjects at CSEC General Proficiency level and not  
less than one year's relevant experience.

**(59) NATURAL RESOURCES DEPARTMENT**

1. *Director*
  - (a) A postgraduate degree in Geology or a related discipline  
and not less than nine years' relevant experience at a  
senior level; or
  - (b) A degree in Geology and not less than ten years' relevant  
experience at a senior level.
2. *Chief Geologist*
  - (a) A postgraduate degree in Geology or in a related  
discipline and not less than six years' relevant experience;  
or
  - (b) A degree in Geology or in a related discipline and not less  
than seven years' relevant experience.
3. *Geological Assistant*

At least four subjects at CSEC General Proficiency level,  
including Technical Drawing and Mathematics.
4. *Survey Assistant*

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

**(60) OFFICE OF THE OMBUDSMAN***Investigations Officer*

A degree in Management, Public Administration or Law; and not  
less than seven years' relevant experience.

*Schedule (Cont'd)*

## (61) POLICE COMPLAINT AUTHORITY

*Investigator*

A degree in Law, Management or a related discipline; and not less than three years' relevant experience.

## (62) POST OFFICE

1. *Postmaster General*

A degree in Business, Management or Public Administration; and not less than ten years' relevant experience.

2. *Deputy Postmaster General*

A degree in Business, Management or Public Administration; and not less than seven years' relevant experience.

3. *Assistant Postmaster General*

A degree in Business, Management or in Public Administration; and not less than three years' relevant experience.

4. *Senior Postal Accountant*

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

(c) 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; and not less than five years' experience in Accounting is required.

5. *Marketing Officer*

A degree in Management, Marketing or in a related discipline; and not less than three years' relevant experience.

6. *Data Processing Officer*

A degree in Computer Science, Management Information Systems, or in a related discipline; and not less than two years' relevant experience.

*Schedule (Cont'd)*

7. *Senior Postal Superintendent*
  - (a) A degree in Management or in a related discipline and not less than three years' relevant experience; or
  - (b) An associate degree in Public Administration or Business Studies; and not less than six years' relevant experience.
8. *Postal Superintendent*  
*Postal Superintendent (Philatelic)*
  - (a) An associate degree in Public Administration or Business Studies; and not less than three years' relevant experience; or
  - (b) At least five subjects at CSEC General Proficiency level and not less than six years' relevant experience.
9. *Postal Accountant*
  - (a) A degree in Accounting; or
  - (b) An associate degree in Accounting and not less than five years' relevant experience; 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; and not less than three years' relevant experience.
10. *Postmaster/Postmistress*
  - (a) An associate degree in Public Administration or Business Studies; and not less than three years' relevant experience; or
  - (b) At least five subjects at CSEC 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; and not less than one year's relevant experience; or
  - (b) At least four subjects at CSEC General Proficiency level and not less than three years' relevant experience.



*Schedule (Cont'd)*12. *Assistant Postal Accountant*

- (a) A CAPE Certificate in Accounting, and four years' relevant experience; or
- (b) An associate degree in Accounting and not less than two years' relevant experience; or
- (c) At least four subjects at CSEC General Proficiency level, including English Language and Accounts; and not less than five years' relevant experience.

13. *Maintenance and Operations Supervisor*

- (a) An associate degree in Mechanical and Electrical Engineering; or
- (b) the Full Technological Certificate in Electrical Installation;

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

14. *Technician II*

Level II of the City and Guilds in Electrical and Mechanical Engineering and not less than five years' relevant experience.

15. *Postal Clerk*

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

16. *Senior Inspector of Postmen*

Not less than five years' experience in the post of Inspector of Postmen.

17. *Inspector of Postmen*

Not less than ten years' relevant experience, three of which should be as Senior Postman.

18. *Senior Postman*

Not less than five years' experience in the post of Postman.

*Schedule (Cont'd)*

19. *Postal Officer*  
 A secondary education.  
 The possession of subjects at CSEC General Proficiency level would be an asset.  
 The passing of an appropriate test to determine aptitude and general suitability is required.
20. *Postman*  
 A secondary education. The passing of an appropriate test to determine aptitude and general suitability is required.
21. *Training Officer*  
 A degree in Human Resource Management or Human Resource Development.

**(63) PRIME MINISTER'S OFFICE AND CABINET OFFICE****(i) GENERAL**

1. *Maintenance Co-ordinator*  
 A degree in Estate Management or in a related discipline and not less than three years' relevant experience.
2. *Chief Research Officer*
- (a) A postgraduate qualification in Economics, International Business, International Trade, Development Studies, International Relations, Integration Studies, Business Administration or Law or in a related discipline; and not less than six years' relevant experience; or
- (b) A degree in Economics, International Business, International Trade, Development Studies, International Relations, Business Administration or Law or in a related discipline; and not less than seven years' relevant experience; or
- (c) A degree; and
- (i) an approved diploma in Economics, International Business, International Trade, Development Studies, International Relations, Business Administration, Law or in a related discipline; and
- (ii) not less than seven years' relevant experience.

*Schedule (Cont `d)*3. *Senior Executive Secretary*

- (a) The Private Secretary's Certificate and not less than five years' experience as an Executive Secretary; or
- (h) At least four subjects at CSEC General Proficiency level, including English Language, and
  - (i) Typewriting at 35 w.p.m.; and
  - (ii) not less than five years' experience as an Executive Secretary.

In each case, 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.

4. *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 at a senior position level.

## (ii) CABINET OFFICE

*Secretary to the Cabinet*

- (a) A postgraduate degree in Management, Finance, Industrial Relations, International Relations or in a related discipline; and not less than three years' experience at the level of Deputy Permanent Secretary or a related grade; or
- (b) A degree in Management, Finance, Industrial Relations, International Relations or in a related discipline; and not less than five years' experience at the level of Deputy Permanent Secretary or a related grade.

In either case, evidence of continuing education in a relevant area is required.

*Schedule (Cont'd)***(64) PRIME MINISTER'S OFFICIAL RESIDENCE**1. *Executive Personal Assistant*

- (a) An associate degree in Hospitality Management or Hospitality Studies; and not less than three years' relevant experience; or
- (b) A specialist qualification acquired after not less than one year's study or training in Personnel Management, Administration or Management; and not less than three years' relevant experience; or
- (c) At least five subjects at CSEC General Proficiency level, including English Language, and one "A" CAPE level subject; and not less than three years' relevant experience.

In each case, knowledge of Microsoft Office is required.

**(65) PRISONS DEPARTMENT**1. *Superintendent*

- (a) A degree in Criminal Justice or a in related discipline and not less than eleven years' relevant experience; or
- (b) A degree in Management and not less than twelve years' relevant experience.

In either case, experience or specialized training in a military or para-military service or in the area of welfare or a related area would be an asset.

2. *Farm Manager*

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

*Schedule (Cont'd)*3. *Assistant Superintendent*

- (a) A degree in Criminal Justice or in a related discipline and not less than five years' relevant experience; or
- (b) A degree in Management and at least seven years' relevant experience.

In either case experience or specialized training in a military, para-military, welfare or related service would be an asset.

4. *Chief Officer*

- (a) An associate degree in Criminal Justice, Management or in a related discipline; and not less than seven years' relevant experience; or
- (b) A diploma or a Certificate in Criminal Justice, Management, Business or in a related discipline; and not less than nine years' relevant experience.

5. *Assistant Chief Officer*

- (a) An associate degree in Criminal Justice, Management or in a related discipline; and not less than five years' relevant experience; or
- (b) A diploma or a certificate in Criminal Justice, Management, Business or in a related discipline; and not less than seven years' relevant experience.

6. *Orderly Officer*

- (a) An associate degree in Criminal Justice, Management or in a related discipline; and not less than three years' relevant experience; or
- (b) A diploma or a certificate in Criminal Justice, Management, Business or in a related discipline; and not less than five years' relevant experience.

7. *Prison Officer I*

- (a) A diploma or a certificate in Supervisory Management; and
  - (i) A diploma or a certificate in a discipline of study related to the Criminal Justice System; and

*Schedule (Coot 'd)*

- (ii) not less than three years' relevant experience; or
- (b) At least four subjects at CSEC General Proficiency Level including English Language and a minimum of not less than five years' relevant experience.
- 8. *Prison Officer II*  
 At least three subjects at CSEC General Proficiency Level including English Language.  
 The successful completion of the Basic Prison Officers' Course is required.
- 9. *Rehabilitation Officer*  
 An associatedegree in Social Work and not less than fi veyears'relevant experience.
- 10. *Psychiatric Nurse*  
 A Registered Mental Health Nurse.
- 11. *Officer Instructor*
  - (a) A diploma in the appropriate trade and not less than five years' relevant experience; or
  - (b) A certificate in the appropriate trade and not less than six years' relevant experience; or
  - (c) not less than ten years' experience in the appropriate trade; or
  - (d) Completion of appropriate specialized training in Prison Management and not less than five years' relevant experience.
- 12. *Counsellor I*  
 An associate degree in Social Work or Psychology; and not less than three years' experience in youth work or community development or in a related discipline.  
 Advancement beyond the Qualification Bar is permitted at the due time on the acquisition of a degree in Social Work or Psychology.
- 13. *Counsellor II*  
 An associate degree in Social Work or Psychology.

*Schedule (Cont'd)*

14. *Social Worker I*
- An associate degree 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.
15. *Social Worker II*
- An associate degree in Social Work.
16. *Instructor*
- (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.
17. *Senior Instructor*
- (a) A degree and not less than three years' relevant experience; or
- (b) An Instructor with not less than seven years' relevant experience; or
- (c) A tradesman of not less than twelve years' relevant experience.
18. *Steward*
- At least four subjects at CSEC General Proficiency level including English Language and not less than three years' relevant experience.
19. *Steward Assistant*
- At least four subjects at CSEC General Proficiency level including English Language.
20. *Emergency Control Operator*
- A secondary education.

*Schedule (Cons' I)*21. *Inmate Services Officer*

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

## (66) PROBATION DEPARTMENT

1. *Chief Probation Officer*

A degree in Social Work, Criminal Justice, Criminology, Sociology, Psychology or Counselling; and

- (a) A certificate or a diploma in Management; and
- (b) not less than seven years' relevant experience.

2. *Deputy Chief Probation Officer*

A degree in Social Work, Criminal Justice, Criminology, Sociology, Psychology or Counselling; and

- (a) A certificate or diploma in Management; and
- (b) not less than five years' relevant experience.

3. *Senior Probation Officer*

A degree in Social Work, Criminal Justice, Criminology, Sociology, Psychology or Counselling; and not less than three years' relevant experience.

4. *Probation Officer I*

An associate degree in Social Work, Criminal Justice, Criminology, Sociology, Psychology or Counselling; 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, Criminal Justice, Criminology, Sociology, Psychology or Counselling.

5. *Probation Officer II*

An associate degree in Social Work, Criminal Justice, Criminology, Sociology, Psychology or Counselling.



*Schedule (Cont'd)*6. *Community Service Officer*

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

Possession of a valid police certificate of character is required.

**(67) PUBLIC SECTOR REFORM**1. *Director*

- (a) A postgraduate qualification in Management, Finance or in a related discipline; and not less than seven years' experience in a senior management position; or
- (b) A degree in Management, Finance or in a related discipline; and not less than nine years' experience in a senior management position.

2. *Deputy Director*

- (a) A postgraduate qualification in Management, Finance or in a related discipline; and not less than six years' relevant experience; or
- (b) A degree in Management, Finance or in a related discipline; and not less than seven years' relevant experience.

3. *Management Development Officer*

- (a) A postgraduate qualification in Management, Finance or in a related discipline; and not less than one year's relevant experience; or
- (b) A degree in Management, Finance or in a related discipline; and not less than three years' relevant experience.

4. *Communications Officer*

- (a) A degree in Mass Communications or Marketing; and not less than three years' relevant experience; or
- (b) A degree and a professional qualification in Communications or Marketing; and not less than three years' relevant experience; or
- (c) An associate degree in Mass Communications and not less than five years' relevant experience.

*Schedule (Cant 'd)*

## (68) PUBLIC TRANSPORT AND WORKS

1. *Chief Planning Officer*
  - (a) A postgraduate qualification in Economics or in a related discipline and not less than six years' relevant postgraduate experience; or
  - (h) A degree in Economics or in a related discipline and not less than seven years' relevant experience after graduating.
2. *Senior Planning Officer*
  - (a) A postgraduate qualification in Economics or in a related discipline and not less than two years' relevant postgraduate experience; or
  - (b) A degree in Economics or in a related discipline and not less than four years' relevant postgraduate experience.
3. *Planning Officer*
  - (a) A postgraduate qualification in Economics or in a related discipline and not less than one year's postgraduate experience; or
  - (b) A degree in Economics or in a related discipline and not less than two years' experience after graduating.
4. *Statistical Assistant*

At least five subjects at CSEC General Proficiency level, one of which must be Mathematics and not less than three years' relevant experience.
5. *Operations Librarian*

An associate degree in Computer Science and not less than five years' relevant experience.
6. *Operations Supervisor*

An associate degree in Computer Science and not less than three years' relevant experience.

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*Schedule (Cont 'd)*7. *Senior Internal Auditor*

- (a) A degree in Accounting, Management or in a related discipline; or
- (b) Completion of the Fundamentals 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 three years' relevant experience is required.

8. *Internal Auditor*

- (a) A degree in Accounting, Management or in a related discipline; or
- (b) Completion of the Fundamentals 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 CSEC General Proficiency level, including English Language and Accounts.

10. *Senior Storekeeper*

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

11. *Technical Storekeeper*

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

12. *Chief Technical Officer*

A degree in Engineering, Land Surveying, Architecture or Quantity Surveying; and not less than twelve years' relevant experience.

13. *Deputy Chief Technical Officer*

A degree in Engineering, Land Surveying, Architecture or Quantity Surveying; and not less than eight years' relevant experience.

*Schedule (Cons 'd)*

14. *Senior Technical Officer*
- (a) A degree in Engineering, Architecture or Quantity Surveying; and not less than seven years' relevant experience; or
  - (b) Must be a Licensed Land Surveyor and not less than seven years' relevant experience.
15. *Senior Mechanical Engineer*
- A degree in Mechanical Engineering and not less than seven years' relevant postgraduate experience.
16. *Technical Officer I*
- (a) A degree in Engineering, Architecture, Quantity Surveying, Physical Planning, or Environmental Resource Development; and not less than four years' relevant experience; or
  - (b) A licensed Land Surveyor with not less than four years' relevant experience.
17. *Technical Officer II*
- (a) A degree in Engineering, Architecture, Quantity Surveying, Physical Planning or Environmental Resource Development; or
  - (b) A licensed Land Surveyor.
18. *Workshop Manager*
- The Full Technological Certificate of the City and Guilds in the appropriate discipline and not less than ten years' relevant experience.
19. *Maintenance Supervisor*
20. *Maintenance Supervisor; Plumbing*
- An associate degree in Building Engineering or in a related discipline and not less than seven years' relevant experience.
21. *Maintenance Technician*
- (a) An associate degree in Electrical Engineering and not less than five years' relevant experience or
  - (b) Level 11 of the City and Guilds in Electrical Engineering and not less than seven years' relevant experience.

*Schedule (Cont'd)*22. *Senior Technician*

Level II of the City and Guilds in any one of the following:

- (a) Civil Engineering;
- (b) Building Engineering;
- (c) Civil and Building Engineering;
- (d) Auto Mechanics;
- (e) Mechanical Engineering;  
Electrical Engineering;
- (g) Mechanical and Electrical Engineering; or
- (h) a related discipline.

In each case, not less than nine years' relevant experience is required.

23. *Technician I*

- (a) Level II of the City and Guilds in Civil and Building Engineering and not less than seven years' experience; or
- (b) A secondary education and not less than five years' experience at the level of Technician II.

24. *Technician II*

- (a) Level II of the City and Guilds in Civil Engineering or Building Technology; and not less than five years' relevant experience or
- (b) A secondary education and not less than fifteen years' experience as a First Class Tradesman in a relevant trade.

25. *Technical Assistant*

- (a) Level II of the City and Guilds in the relevant trade and not less than five years' relevant experience; or

*Schedule (Cont'd)*

- (b) A secondary education and not less than fifteen years' experience as a First Class Tradesman in a relevant trade.

26. *Senior Foreman*

Level II of the City and Guilds in the relevant trade; and not less than seven years' relevant experience.

27. *Foreman*28. *Foreman Plumber*

- (a) Level II of the City and Guilds in the relevant trade and not less than five years' relevant experience; or

- (b) A secondary education and 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.

29. *Foreman Receptionist*

- (a) Level II of the City and Guilds in the relevant trade and not less than five years' relevant experience; or

- (b) A secondary education and not less than fifteen 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.

30. *Assistant Foreman*

A secondary education and not less than twelve 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. Supervisory ability is required.

*Schedule (Cont'd)*

31. *Body Repairman (CIII)*
- (a) Level I of the City and Guilds Certificate in Auto Body Repair or a Certificate from an approved institution in Auto Body Repair; and not less than nine years' relevant experience or
  - (b) A secondary education and not less than three years' relevant experience at Grade CIV.
32. *Body Repairman (CIV)*
- (a) Level I of the City and Guilds Certificate in Auto Body Repair or a Certificate from an approved institution in Auto Body Repair; and not less than six years' experience approved by the Chief Technical Officer is required; or
  - (b) A secondary education and not less than five years' experience at Grade CV.
33. *Body Repairman (C V)*
- (a) Level I of the City and Guilds Certificate in Auto Body Repair or Samuel Jackman Prescod Polytechnic Certificate from an approved institution in Auto Body Repair; and not less than one year's approved experience; or
  - (b) Not less than three years' experience as an apprentice.
34. *Tyreman (CVII)*
35. *Chainman (CVIII)*
36. *Stafford Rigger (CVII)*
- A secondary education.
37. *Chainman (CVII)*
- A secondary education; and not less than two years' relevant experience.
38. *Control Officer*
- At least four subjects at CSEC General Proficiency level and not less than three years' relevant experience.

**(69) REGISTRATION DEPARTMENT***I. Registrar*

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

*Schedule (Cons 'd)*

2. *Deputy Registrar*

An Attorney-at-Law of not less than five years' standing.
3. *Assistant Registrar*

An associate degree in Para-legal Studies and not less than seven years' experience at the level of Senior Legal Assistant. Customer service and human relations training is required.
4. *Judicial Assistant*
  - (a) Must be an Attorney-at-Law; or
  - (b) have a degree in Law.

A valid police certificate of character is required.
5. *Chief Marshal*

An associate degree in Public Sector Management or Para-legal Studies; and not less than nine years' experience at the level of Deputy Chief Marshal.
6. *Deputy Chief Marshal*

An associate degree in Public Sector Management or Para-legal Studies; and not less than six years' experience at the level of Senior Marshal.
7. *Court Administrator*
  - (a) A degree in Management or in a related discipline and not less than four years' relevant experience; or
  - (b) An associate degree in Para-legal Studies and not less than six years' relevant experience at the level of Senior Legal Assistant.

A valid police certificate of character is required.

Approved in-service training is required in one of the following areas:

  - (i) Supervisory Management;
  - (ii) Human Resource Management; or
  - (iii) Public Sector Management.



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*Schedule (Cont'd)*

8. *Senior Marshal*
- At least four subjects at CSEC General Proficiency level, including English Language; and not less than four years' experience at the level of Marshal i. Evidence of good character is required.
9. *Senior Legal Assistant*
- An associate degree in Para-legal Studies and not less than five years' relevant experience.
10. *Records Management Officer*
- (a) A certificate in Records Management; or
- (b) An associate degree in Public Sector Management; or
- (c) Not less than five years' experience at the level of Senior Clerk or Legal Assistant.
- In each case, not less than three years' experience in first line supervision is required.
- A valid police certificate of character is required.
11. *Marshall*
- At least four subjects at CSEC General Proficiency level, including English Language; and not less than four years' experience at the level of Marshal II.
- Evidence of supervisory management training from an approved institution would be an asset.
- A valid police certificate of character is required.
12. *Legal Assistant*
- An associate degree in Para-legal Studies and not less than three years' relevant experience.
- A valid police certificate of character is required.
13. *Marshal II*
- At least four subjects at CSEC General Proficiency level, including English Language.
- Evidence of physical fitness is required.
- A valid police certificate of character is required.

*Schedule (Cont 'd)*14. *Court Transcription Officer*

At least four subjects at CSEC General Proficiency Level or equivalent, including English Language; and completion of a two-year certificate in Computer-Aided Transcription, in addition to attaining a speed of 180 words per minute.

A valid police certificate of character is required.

15. *Court Reporter*

At least four subjects at CSEC General Proficiency Level or equivalent, including English Language. The ability to reproduce 160 w.p.m. using appropriate computer hardware and software is required. At least five years' relevant experience is required.

A valid police certificate of character is required.

16. *Vault Attendant*

A secondary education and evidence of good character is required.

A valid police certificate of character is required.

**(70) SCHOOL MEALS DEPARTMENT**1. *Manager*

- (a) A degree in Dietetics, Home Economics or Food and Nutrition; and
  - (i) A certificate or a diploma in Management or Human Resource Management; and
  - (ii) not less than five years' relevant experience; or
- (b) A degree in Dietetics, Home Economics, Food and Nutrition or in a related discipline; and not less than seven years' experience in the management of or catering in a food service facility or institution.

2. *Senior School Meals Officer*

- (a) A degree in Dietetics, Home Economics or Food and Nutrition; and
  - (i) A certificate or a diploma in Management or Human Resource Management; and

*Schedule (Cont'd)*

- (ii) not less than two years' relevant experience; or
- (b) A degree in Dietetics, Home Economics, Food and Nutrition or in a related discipline; and not less than four years' experience in the management of or catering in a food service facility or institution.

3. *School Meals Officer*

- (a) An associate degree in Culinary Arts, Hospitality Studies or a related discipline; or
- (b) A certificate in Dietetic Technology or a related discipline; or
- (c) Level II of the City and Guilds in Home Economics, Catering or a related discipline.

In each case, five years' relevant experience is required.

4. *Superintendent of Works*

- (a) An associate degree in Building and Civil Engineering and not less than three years' relevant experience; or
- (b) Level II of the City and Guilds in Civil and Building Engineering and not less than five years' relevant experience; or
- (c) 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*

The Caribbean Secondary School Level Competence certificate; and

- (a) A certificate in Supervisory Management, Human Resource Management or Management; and
- (b) A certificate in catering from a recognized institution; and
- (c) not less than seven years' relevant experience.

*Schedule (Cont)*

6. *Assistant Supervisor*

The Caribbean Secondary School Level Competence certificate; and

  - (a) A certificate in Supervisory Management, Human Resource Management or Management;
  - (b) A certificate in catering from a recognized institution;
  - (c) not less than four years' experience in cooking on a large scale.
7. *School Meals Assistant*

The Caribbean Secondary School Level Competence certificate and a certificate in Cooking or the Culinary Arts.
8. *Server*

The Caribbean Secondary School Level Competence certificate.

**(71) SOCIAL CARE**

1. *Research and Planning Analyst I*
  - (a) A postgraduate qualification in Social Development, Social Planning, Social Policy, Social Work, Social Economics or in a related discipline; and not less than one years' relevant experience; or
  - (b) A degree in Social Development, Social Planning, Social Policy, Social Work, Social Economics or in a related discipline; and not less than three years' relevant experience.
2. *Research and Planning Analyst II*

A degree in Social Development, Social Planning, Social Policy, Social Work, Social Economics or in a related discipline.
3. *Field Investigator*

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

*Schedule (Coat 'd)*

**(72) SPORTS**

1. *Sports Development Officer I*

(a) A postgraduate qualification in one of the following:

- (i) Sports Management;
- (ii) Sports Marketing;
- (iii) Sports Science;
- (iv) Sports Studies;
- (v) Recreation Management;
- (vi) Leisure Management;
- (vii) Recreation and Leisure Management; or
- (viii) Business Management.

Not less than two years' relevant experience is required;  
or

(b) A degree in one of the following:

- (i) Sports Management;
- (ii) Sports Marketing;
- (iii) Sports Science;
- (iv) Sports Studies;
- (v) Recreation Management;
- (vi) Leisure Management;
- (vii) Recreation and Leisure Management; or
- (viii) Business Management.

Not less than three years' relevant experience is required.

2. *Sports Development Officer II*

A degree in one of the following:

(a) Sports Management;

*Schedule (Cont 'd)*

- (b) Sports Marketing;
- (c) Sports Science;
- (d) Sports Studies;
- (e) Recreation Management;
- (f) Leisure Management;
- (g) Recreation and Leisure Management; or
- (h) Business Management.

**(73) STATISTICAL SERVICE**

1. *Director of Statistical Service*
  - (a) A postgraduate qualification in Statistics and not less than seven years' relevant experience in a senior position; or
  - (b) A degree in Statistics, Mathematics or in a Social Science discipline with substantial courses in Applied Statistics; and not less than nine years' relevant experience in a senior position.
2. *Deputy Director of Statistical Service*
  - (a) A postgraduate qualification in Statistics and not less than six years' relevant experience in a senior position; or
  - (b) A degree in Statistics, Mathematics or in a Social Science discipline with substantial courses in Applied Statistics; and not less than seven years' relevant experience in a senior level.
3. *Senior Statistician*
  - (a) A postgraduate qualification in Statistics and not less than two years' relevant experience; or
  - (b) A degree in Statistics, Mathematics or in a Social Science discipline with substantial courses in Applied Statistics; and not less than three years' relevant experience.

*Schedule (Cont'd)*

4. *Statistician I*
  - (a) A postgraduate qualification in Statistics and not less than one year's relevant experience; or
  - (b) A degree in Statistics, Mathematics, or in a Social Science discipline with substantial courses in Applied Statistics; and not less than two years' relevant experience.
5. *Statistician II*

A degree in Statistics, Mathematics, or in a Social Science discipline with substantial courses in Applied Statistics.
6. *Statistical Assistant*

At least five subjects at CSEC General Proficiency level, one of which should be Mathematics or a related subject; and not less than three years' relevant experience.
7. *Senior Field Officer*
  - (a) An associate degree and not less than three years' relevant experience; or
  - (b) At least four subjects at CSEC General Proficiency level, including English Language and not less than five years' experience as a Field Investigator; or
  - (c) Specialised training in Survey Methods at a recognized institution and not less than three years' experience as a Field Investigator.
8. *Field Officer*

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

**(74) TELECOMMUNICATIONS SERVICE**

1. *Chief Telecommunications Officer*
  - (a) A degree in Telecommunications Engineering or in a related discipline and not less than ten years' relevant experience; or

*Schedule (Cont'd)*

- (b) **A degree in Physics with emphasis in Telecommunications or Information Communications Technology Engineering principles; and not less than ten years' relevant experience.**
- 2. *Deputy Chief Telecommunications Officer*
  - (a) A degree in Telecommunications Engineering or in a related discipline and not less than seven years' relevant experience; or
  - (b) **A degree in Physics with emphasis in Telecommunications or Information Communications Technology Engineering principles; and not less than seven years' relevant experience.**
- 3. *Senior Telecommunications Officer*
  - (a) A degree in Telecommunications Engineering or in a related discipline and not less than four years' relevant experience; or
  - (b) The Higher National Diploma or the Higher National Certificate in Telecommunications Engineering; and not less than five years' relevant experience; or
  - (c) The City and Guilds Full Technological Certificate in Telecommunications Engineering and not less than five years' relevant experience.
- 4. *Telecommunications Officer I*
  - (a) A degree in Telecommunications, Radio Engineering Electronics, Computer Science or Geographical Information Systems; and not less than one year's relevant experience; or
  - (b) The Higher National Certificate in Telecommunications and not less than three years' relevant experience; or
  - (c) **The City and Guilds Final Certificate in Telecommunications** and not less than eight years' relevant experience; or
  - (d) The Business and Technology National Certificate in Electrical or Electronic Engineering at Level 3; and not less than eight years' relevant experience.



*Schedule (Cont 'd)*

The relevant US Technical Training Institute Certificates in Spectrum Management, Spectrum Monitoring, Laboratory Techniques in support of equipment Authorisation Programmes or Wireless Communications would be an asset.

5. *Telecommunications Officer II*

- (a) An associate degree in Telecommunications, Radio Engineering, Electronics, Computer Science or Geographical Information Systems; and not less three years' relevant experience; or
- (b) 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 Technician Certificate, Parts I-V; or
  - (iii) The Business and Technology National Certificate in Electrical or Electronic Engineering at Level 3;
- (c) 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 Marine Radio General Certificate; or
  - (ii) The Aeronautical Radio Communications General Certificate.

The relevant US Technical Training Institute Certificates in Spectrum Management, Spectrum Monitoring and Laboratory Techniques in support of equipment Authorisation Programmes or Wireless Communications would be an asset.

6. *Telecommunications Officer III*

At least five subjects at CSEC General Proficiency level, including English language, and either Mathematics or Physics; and a Radio qualification or an Electronics qualification equivalent to Part II of the City and Guilds in Radio, Television, or Electronics Servicing.

*Schedule (Cant 'd)***(75) TOURISM DIVISION**

1. *Director; Research and Planning* *i*
  - (a) A postgraduate degree in Tourism, Hospitality Management, Tourism Planning, Economics or in a related discipline; and not less than nine years' relevant experience; or
  - (b) A degree in Economics, Business Management, Tourism, Hospitality Management, Tourism Planning or in a related discipline; and not less than ten years' relevant experience.
2. *Chief Research Officer*
  - (a) A postgraduate degree in Tourism, Hospitality Management, Tourism Planning, Economics or in a related discipline; and not less than six years' relevant experience; or
  - (b) A degree in Tourism, Hospitality Management, Tourism Planning, Economics or in a related discipline; and not less than seven years' relevant experience.
3. *Senior Research Officer*
  - (a) A postgraduate degree in Tourism, Hospitality Management, Tourism Planning, Economics or in a related discipline; and not less than two years' relevant experience; or
  - (b) A degree in Tourism, Hospitality Management, Tourism Planning, Economics or in a related discipline; and not less than four years' relevant experience.
4. *Research Officer I*
  - (a) A postgraduate degree in Tourism, Hospitality Management, Tourism Planning, Economics or in a related discipline; and not less than one years' relevant experience; or
  - (b) A degree in Tourism, Hospitality Management, Tourism Planning, Economics or in a related discipline; and not less than three year's relevant experience.

*Schedule (Cont'd)*

5. *Research Officer II*

A degree in Tourism, Hospitality Management, Tourism Planning, Economics or in a related discipline.
6. *Chief Tourism Development Officer*
  - (a) A postgraduate degree in Tourism, Hospitality Management, Tourism Planning, Tourism Marketing, Project Management, Business Administration or in a related discipline; and not less than five years' experience at a senior management level in the field of tourism; or
  - (b) A degree in Tourism, Hospitality Management, Tourism Planning, Tourism Marketing, Project Management, Business Administration or in a related discipline; and not less than seven years' experience at a senior management level in the field of tourism.
7. *Senior Tourism Officer*
  - (a) A postgraduate degree in Tourism, Hospitality Management, Tourism Planning, Tourism Marketing, Project Management, Business Administration or in a related discipline; and not less than three years' experience in the field of tourism; or
  - (b) A degree in Tourism, Hospitality Management, Tourism Planning, Tourism Marketing, Project Management, Business Administration or in a related discipline; and not less than five years' relevant experience.
8. *Tourism Development Officer I*
9. *Tourism Officer I*
  - (a) A postgraduate degree in Tourism, Hospitality Management, Tourism Planning, Tourism Marketing, Project Management, Business Administration or in a related discipline; and not less than one year's relevant experience; or
  - (b) A degree in Tourism, Hospitality Management, Tourism Planning, Tourism Marketing, Project Management or in a related discipline; and not less than three years' relevant experience.

*Schedule (Cont 'd)*

10. *Tourism Development Officer II*
11. *Tourism Officer II*

A degree in Tourism, Hospitality Management, Tourism Planning, Tourism Marketing, Project Management, Business Administration, or in a related discipline.

12. *Technical Assistant*

- (a) An associate degree in Computer Science and not less than two years' relevant experience; or
- (b) At least four subjects at CSEC General Proficiency level including English Language, Mathematics or in a Science subject and not less than three years' relevant experience.

**(76) TOWN PLANNING DEPARTMENT**

1. *Chief Town Planner*

A postgraduate degree in Urban Planning, Regional Planning, City Planning, Town Planning, Environmental Planning, Urban Design, Built Environment, Environmental Science, Civil Engineering, Geography or a related discipline; and

- (a) not less than nine years' experience after qualifying; and
- (b) Corporate Membership of a recognized planning institution.

2. *Deputy Chief Town Planner*

A postgraduate degree in Urban Planning, Regional Planning, City Planning, Town Planning, Environmental Planning, Urban Design, Built Environment, Environmental Science, Civil Engineering, Geography or a related discipline; and

- (a) not less than seven years' experience after qualifying; and
- (b) Corporate Membership of a recognized planning institution.

*Schedule (Cont 'd)*

3. *Senior Town Planner*

A postgraduate degree in Urban Planning, Regional Planning, City Planning, Town Planning, Environmental Planning, Urban Design, Built Environment, Environmental Science, Civil Engineering, Geography or a related discipline; and

  - (a) not less than three years' relevant experience; and
  - (b) Corporate Membership of a recognized planning institution.
4. *Town Planner*
  - (a) A postgraduate degree in Urban Planning, Regional Planning, City Planning, Town Planning, Environmental Planning, Urban Design, Built Environment, Environmental Science, Civil Engineering, Geography or a related discipline; and
  - (b) Corporate Membership of a recognized planning institution.
5. *Assistant Town Planner*

A degree in Physical Planning, Architecture, Engineering, Surveying, Economics, Sociology, Law, Environmental Science, Geography or a related discipline.
6. *Chief Planning Assistant*

An associate degree in Building or Civil Engineering and not less than five years' experience at the level of Senior Planning Assistant.
7. *Senior Planning Assistant*

An associate degree in Building or Civil Engineering and not less than five years' experience at the level of Planning Assistant I.
8. *Planning Assistant I*
  - (a) An associate degree in Building or Civil Engineering; or
  - (b) At least four subjects at CSEC General Proficiency level, one of which must be Mathematics, Geography, Art or Drawing; and not less than three years' relevant experience.

*Schedule (Cont 'd)*9. *Planning Assistant II*

At least four subjects at CSEC General Proficiency level, one of which must be Mathematics, Geography, Art or Drawing; and not less than two years' relevant experience.

10. *GIS Technician*

- (a) A certificate in Geographic Land Information Systems Management; or
- (b) An associate degree in Building or Civil Engineering.

11. *Architect*

A degree in Architecture; and not less than four years' experience after graduating.

12. *Vault Attendant*

A secondary education.

**(77) TRAINING ADMINISTRATION DIVISION***Principal Training Officer*

- (a) A postgraduate degree in Human Resource Development, Human Resource Management or a related discipline; and
  - Membership of a recognized professional Human Resource Development body such as the Chartered Institute of Personnel Development or the American Society for Training and Development or any other recognized professional qualification; and
- (ii) not less than seven years' relevant experience; or
- (b) A degree in Human Resource Development, Human Resource Management or a related discipline; and
  - (i) Membership of a recognized professional Human Resource Development body such as the Chartered Institute of Personnel Development or the American Society for Training and Development or any other recognized professional qualification; and
  - (ii) not less than nine years' relevant experience.

*Schedule (Cont'd)*2. *Deputy Principal Training Officer*

- (a) A postgraduate degree in Human Resource Development, Human Resource Management or a related discipline; and not less than five years' relevant experience; or
- (b) A degree in Human Resource Development Human Resource Management or a related Discipline; and not less than seven years' relevant experience.

In either case, membership of a recognized professional Human Resource Development body such as the Chartered Institute of Personnel Development or the American Society for Training and Development or any other recognized professional qualification would be an asset.

3. *Senior Training Officer*

- (a) A postgraduate degree in Human Resource Development, Human Resource Management or a related discipline; and not less than two years' relevant experience; or
- (b) A degree in Human Resource Development, Human Resource Management or a related discipline; and not less than three years' relevant experience.

In either case Membership of a recognized professional Human Resource Development body such as the Chartered Institute of Personnel Development or the American Society for Training and Development or any other recognized professional qualification would be an asset.

4. *Training Officer*

A degree in Human Resource Management

**(78) TREASURY DEPARTMENT**1. *Accountant General*

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

2. *Deputy Accountant General*

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

*Schedule (Cont'd)*

3. *Professional Accountant*

A professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados and not less than seven years' relevant experience.
4. *Records Sorter*

A secondary education.
5. *Building Supervisor*
  - (a) An associate degree in Civil or Building Engineering; and
  - (b) not less than ten years' experience as a Tradesman in a relevant trade.
6. *Senior Pensions Officer*
  - (a) A degree in Accounting and not less than five years' experience in the field of government pensions; or
  - (b) An associate degree in Accounting and not less than seven years' experience in the field of government pensions; or
  - (c) 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; and not less than five years' experience in the field of government pensions.
7. *Pensions Officer*
  - (a) A degree in Accounting and not less than one year's experience in the field of government pensions; or
  - (b) Completion of Levels 1, II and III of the Certified General Accountants programme or the equivalent level of a professional qualification in accounting recognized by the Institute of Chartered Accountants of Barbados; and not less than three years' experience in the field of government pensions; or
  - (c) A diploma or an associate degree in Accounting and not less than five years' experience in the field of government pensions.



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*Schedule (Cont 'd)*

8. *Assistant Pensions Officer*
- (a) A CAPE certificate in Accounting and not less than three years' experience in the field of government pensions; or
  - (b) A diploma or an associate degree in Accounting and not less than two years' experience in the field of government pensions.

**(79) WELFARE DEPARTMENT**

1. *Chief Welfare Officer*
- (a) A degree in Social Work; and
  - (b) A certificate or a diploma in Management; and
  - (c) not less than seven years' relevant experience.
2. *Deputy Chief Welfare Officer*
- (a) A degree in Social Work; and
  - (b) A certificate or a diploma in Management; and
  - (c) not less than five years' relevant experience.
3. *Senior Welfare Officer*
- A degree in Social Work and not less than three years' relevant experience.
4. *Programme Officer I*
- (a) A postgraduate qualification in Social Development, Social Work or in a Social Sciences discipline; and not less than one year's relevant experience; or
  - (b) A degree in Social Development, Social Work or in a Social Sciences discipline; and not less than three years' relevant experience.
5. *Programme Officer II*
- A degree in Social Development, Social Work or in a Social Science discipline.

*Schedule (Cont'd)*

6. *Welfare Officer I*
- An associate degree in either Social Work or Psychology; 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 or Psychology
7. *Welfare Officer II*
- (a) An associate degree in either Social Work or Psychology;  
Or
- (b) Recruitment of officers in the grade of Clerical Officer, Teacher, or Nurse.

**(80) YOUTH AFFAIRS**

## (i) GENERAL

- . *Director of Youth Affairs*
- (a) A postgraduate degree in either Social Work or Social Policy; and not less than nine years' relevant experience;  
or
- (b) A degree in either Social Work or Social Policy; and not less than ten years' relevant experience.
2. *Public Relations Officer/Liaison Officer*
- A degree in Mass Communications, Marketing or Public Relations; and not less than three years' relevant experience.
3. *Youth Project Coordinator*
- A degree in Social Work.
4. *Youth Development Officer*
- A degree in a Social Science discipline and not less than five years' relevant experience.

## (ii) YOUTH DEVELOPMENT PROGRAMME

1. *Principal Youth Development Officer*
- A degree in Social Work and not less than five years' relevant experience.

*Schedule (Cont'd)*

2. *Senior Youth Commissioner*
    - (a) A degree in Social Work and not less than three years' relevant experience; or
    - (b) An associate degree or a diploma in Social Work; and not less than seven years' relevant experience.
  3. *Youth Commissioner I*

An associate degree or a diploma in Social Work and not less than five years' relevant experience.
  4. *Youth Commissioner II*

An associate degree or a diploma in Social Work.
  5. *Youth Commissioner III*

At least four subjects at CSEC General Proficiency level, including English Language.
- (iii) YOUTH ENTREPRENEURIAL SCHEME
1. *Manager, Youth Entrepreneurial Scheme*
    - (a) A postgraduate degree in Management, Business Studies or a related discipline; and not less than six years' relevant experience; or
    - (b) A degree in Management, Business Studies or in a related discipline; and not less than seven years' relevant experience.
  2. *Youth Enterprise Officer*
    - (a) A postgraduate qualification in Management, Business Studies or in a related discipline; and not less than one year's relevant experience; or
    - (b) A degree in Management or in a related discipline and not less than three years' relevant experience.
- (iv) BARBADOS YOUTH SERVICE
1. *Director*
    - (a) A postgraduate degree in Social Work or Social Policy or in a related discipline; and
      - (i) A certificate or diploma in Management; and

*Schedule (Cont'd)*

- (ii) not less than five years' relevant experience; or
  - (b) A degree in Social Work or Social Policy or in a related discipline; and
    - (i) A certificate or diploma in Management; and
    - (ii) not less than seven years' relevant experience.
2. *Senior Counsellor*
- A degree in Social Work, Psychology or in a related discipline; and not less than three years' relevant experience.
3. *Senior Programme Officer*
- A degree in Social Work or Psychology or in a related discipline; and not less than three years' relevant experience.
4. *Programme Officer I*
- An associate degree in Social Work or Psychology; and not less than three years' experience in youth work or community development or in a related field.
- Advancement beyond the Qualification Bar is permitted at the due time on the acquisition of a degree in Social Work or Psychology.
5. *Programme Officer II*
- An associate degree in Social Work or Psychology.
6. *Counsellor I*
- An associate degree in Social Work or Psychology; and not less than three years' experience in youth work or community development or in a related field.
- Advancement beyond the Qualification Bar is permitted at the due time on the acquisition of a degree in Social Work or Psychology.
7. *Counsellor II*
- An associate degree in Social Work or Psychology.

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*Schedule (Concl'd)*

8. *Cultural Arts Officer*
- (a) A degree in any area of the Arts and not less than two years' relevant experience; or
  - (b) An associate degree in any area of the Arts and not less than five years' relevant experience; or
  - (c) not less than ten years' experience as a practitioner in any area of the Arts including not less than three years' formal training in the Arts.
9. *Furniture and Handicraft Paint Instructor*
- A secondary education and not less than ten years' relevant experience.
10. *Maintenance Supervisor*
- (a) An associate degree in Civil Engineering or Building Construction; and not less than three years' relevant experience; or
  - (b) A City and Guilds Certificate at the Intermediate level in the relevant trade and not less than four years' relevant experience; or
  - (c) not less than ten years' experience in Building Construction or in a relevant trade.
11. *Warden*
- A secondary education.

Made by the Minister this 21st day of October, 2016.

FREUNDEL STUART

Minister Responsible for Public Service