

# Vacancy

## THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED (NGC)

plays a leading and key role in the development of the country's natural gas industry. We invite applications from suitably qualified nationals to join our dynamic team of professionals and work in a challenging, results-oriented environment, in the following position:

### ASSISTANT MANAGER, Workforce Performance Management

This position reports to Senior Manager, Office of Strategy Management to ensure the:

- Alignment of Units' performance targets with NGC's strategy
- Sharing of all aspects of NGC's strategy required for staff engagement and effective performance
- Proper measurement and assessment of workforce performance and application of appropriate consequences

#### *The minimum requirements for the position are:*

- A First Degree in Business Administration, Economics, Engineering or Management with Certification in Personal Performance Management
- Post Graduate Degree in Business Administration or Organisational Behaviour
- Certification in Balanced Scorecard Strategy Management would be an asset
- At least seven years' experience which must include the following:
  - Four years in a Personal Performance Management co-ordination, coaching, training and/or consulting role
  - Two years in a senior supervisory role, preferably in the Energy industry
  - One year in an Employee Communications role

#### *Preferred Knowledge and Skills:*

- Knowledge and skills in Personal Performance Management Methods
- Knowledge of local and international Natural Gas business
- Skills in using office productivity tools at experienced-user level
- Knowledge and skills in conducting effective personal performance assessments
- Strong collaboration and team work skills
- Strong powers of observation and analysis
- Strong oral, written and presentation skills
- Strong coaching and training skills
- Unquestionable ability to maintain confidentiality

#### **Compensation:**

NGC offers a competitive compensation package inclusive of Housing Allowance, Pension Benefits, Employee Savings Plan, Group Life Medical Coverage, Computer and Educational Loans.

#### **Applications must be addressed to:**

Head, Human Resource Planning  
The National Gas Company of  
Trinidad and Tobago Limited  
Orinoco Drive  
Point Lisas Industrial Estate  
P.O. Box 1127, Port of Spain  
or  
via e-mail at [recruitment@ngc.co.tt](mailto:recruitment@ngc.co.tt)

Unsuitable applications will not be  
acknowledged.

CLOSING DATE: July 5, 2010

