

Vacancies

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 to work in a challenging, results-oriented environment in the following positions:

PUBLIC RELATIONS OFFICERS I/II

These positions report to the Head, Public Relations with the responsibility to develop and implement strategies for promoting and enhancing the Company's relationships with its internal and external publics.

Minimum requirements:

- A First Degree in Public Relations/Communications or another discipline, preferably in Social Sciences or Humanities and Training in Public Relations/Communications/Journalism
- Three years' experience in the Public Relations field

Preferred knowledge and skills:

- High level of oral, written, and editing skills for print, electronic and digital media
- Excellent interpersonal and relationship building skills
- Ability to work independently
- Sound knowledge of the Company's operations, energy industry and socio-political and economic environment
- Excellent event management skills
- Ability to research, analyze and synthesize information from multiple sources
- Ability to operate in a fast-paced environment, delivering diverse projects with different timeframes
- Knowledge of and ability to use print, broadcast, digital and online media
- High level of computer literacy, including Microsoft Suite, Publishing, Digital and Web tools and software and experience managing content through a content management system
- Work-related web/digital communications and/or media relations experience will be an asset

COMMUNITY RELATIONS OFFICER (on contract)

This position reports to the Head, Community Relations with the responsibility to maintain relationships of trust with residents and organisations in NGC's host communities and with company stakeholders, by planning, developing and implementing Corporate Social Responsibility programmes/projects.

Minimum requirements:

- A First Degree in Social Sciences
- Five years' experience in community relations and/or social work

Preferred knowledge and skills:

- Excellent written and oral communication skills
- Interpersonal and teambuilding skills
- Conflict resolution, negotiation and mediation skills
- Decision-making and problem solving skills
- Respect for diversity
- High level of awareness of socio-political and economic environment
- Organisational awareness
- Research and analytical skills
- Project management
- Computer literacy with proficiency in Microsoft Office suite including MS Project, Excel, Access and Word
- A valid Trinidad and Tobago Driver's permit with at least two years' driving experience

Compensation:

- NGC offers a competitive compensation package inclusive of Housing Allowance, Group Life and Group Health Coverage

BUSINESS ANALYST, CORPORATE PERFORMANCE MANAGEMENT (CPM)

This position reports to the Assistant Manager, Corporate Performance Management (CPM) to ensure that performance reporting systems produce timely and effective information and analyses.

Minimum requirements:

- A First Degree in Business Administration, Economics, Engineering or Management
- Certification in Business Analytics (desirable) or Balanced Scorecard
- Three years experience which must include the following:
 - Two years managing, coordinating and/or operating performance management systems
 - One year in a line operations role, preferably in the Energy Industry

Preferred knowledge and skills:

- Post Graduate Degree in Business Administration considered an asset
- Knowledge of modern Organisational Performance Management methods
- Knowledge of Balanced Scorecard Management and performance management
- Experience using recognized Balanced Scorecard reporting software
- Experience using office productivity tools, particularly Microsoft Excel
- Strong collaboration and team work skills
- Strong powers of observation and analysis
- Strong oral and written skills

SENIOR SUPERVISOR, QUALITY ASSURANCE/QUALITY CONTROL

This position reports to the Assistant Manager, Construction Services with the responsibility for developing, implementing and continuously reviewing quality control and quality assurance procedures and standards, to ensure that Engineering works are completed safely and efficiently in accordance with contractual and statutory requirements.

Minimum requirements:

- A First Degree in Quality Engineering, Welding Engineering or other relevant Engineering discipline
- Post Graduate Training in Quality Management
- Certification and membership with one or more of the following professional bodies – AWS, NACE or CSWIP
- 10 years' experience in QA/QC work of which at least three years should be in a supervisory position

Preferred knowledge and skills:

- Excellent knowledge of the techniques and methods of Construction and Manufacturing and Engineering codes and standards
- Knowledge of standard construction conditions of contract for onshore and offshore works
- Project Management skills
- Demonstrated negotiating skills
- Good Report Writing skills
- Good Computer Literacy skills – MS Office Suite
- Team Building/Team Work skills
- OSH Knowledge

Applications must be addressed to:-

Manager, Human Resources
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

Unsuitable applications will not be acknowledged.

Closing date: 4pm on February 23, 2011