

Vacancies

THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED (NGC), a leading Company in the development of the country's natural gas industry, invites applications from suitably qualified nationals to join our dynamic team of professionals to work in a challenging result- oriented environment in the following positions:

SENIOR PROJECT OFFICER

This position reports to the Assistant Manager, Market Development with responsibility for providing technical leadership support for the development of the Company's global energy business and the supervision of a small professional team.

The minimum requirements for the position are:

- A First Degree in Engineering (Mechanical/Process)
 - Certification in Marketing and/or Finance
 - A minimum of six years postgraduate experience with at least two years in an Engineering field
- OR
- A minimum of four years as a Business Analyst in the Petroleum/ Petrochemical/Energy Sector
 - A minimum of two years supervisory experience

Preferred Knowledge and Skills:

- Advanced knowledge of Investment and Financial Analysis
- Sound knowledge of current International Petrochemical and Energy Intensive Markets
- Advanced Project Management skills
- Excellent Computer Literacy skills, especially in Microsoft Office Suite and Financial Modelling
- Ability to prioritise and multi-task various projects and to be self-directed
- Excellent analytical and numerical skills
- Excellent oral and written communication and presentation skills
- Excellent interpersonal and team oriented skills
- Excellent negotiation skills

PROJECT OFFICER II

This position reports to the Senior Project Officer, Market Development with responsibility for providing business, technical and commercial support in the development of the global energy business.

The minimum requirements for the position are:

- A First Degree in Engineering or a related discipline
 - Training and/or exposure to a Commercial discipline.
 - A minimum of four years postgraduate experience
- OR
- A minimum of two years as a Business Analyst in the Petroleum/ Petrochemical/Energy Sector

Preferred Knowledge and Skills:

- Advanced knowledge of investment and financial analysis
- Sound knowledge of current International Petrochemical and Energy Intensive Markets
- Excellent analytical and numerical skills
- Excellent Computer Literacy skills, especially in Microsoft Office Suite and Financial Modelling
- Excellent oral and written communication and interpersonal skills
- Excellent negotiation skills

Compensation:

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

HEAD, CONTRACT ADMINISTRATION

This position reports to the Manager, Procurement and Contract Management and supervises a team of professionals in the provision of contract administration support services consistent with the industry best practice.

The minimum requirements for the position are:

- A First Degree in Management Studies, Engineering, Law or other relevant field or Professional qualification in Accounting or Auditing
- Membership in an internationally recognised Contract Administration body would be an asset
- A minimum of seven years experience in Contract Administration of which three years should be in a supervisory capacity, including a minimum of two years Project Management experience

Preferred Knowledge and Skills:

- Advanced knowledge in analysing and interpreting complex contract terms and conditions and best practice Contract Administration principles and practices, Project Management
- Advanced leadership, negotiating and influencing skills
- Ability to successfully lead teams
- Ability to multitask and work collaboratively in a team environment
- Excellent communication skills
- Proficient Computer Literacy skills in Microsoft Office Suite

CONTRACT ADMINISTRATION OFFICER

This position reports to the Head, Contract Administration and has supervisory responsibility for providing contract administration services to facilitate the execution of engineering, commercial and construction projects within scheduled budget.

The minimum requirements for the position are:

- A First Degree in Management Studies, Engineering, Law, Accounting, Auditing or other relevant field
- Membership in an internationally recognised Professional Contract Administration body would be an asset
- A minimum of five years experience, with at least two years in Contract Administration, Engineering or Contract Auditing and in a supervisory capacity

Preferred Knowledge and Skills:

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| Advanced knowledge of: | Ability to: |
| <ul style="list-style-type: none">• Principles and practices of purchasing, current markets and trade conditions• Specifications, terms and conditions, selection criteria, requisitions, contracts, purchase orders, service contracts and invoices• Regulations and procedures of state governmental purchasing, leasing and or selling• Methods of competitive bidding and sources of supply | <ul style="list-style-type: none">• Understand specifications• Use appropriate judgment in diverse and emergency situations• Maintain effective working relationships with others• Communicate effectively, both verbally and in writing• Prepare technical reports and correspondence related to work• Prioritise and schedule work |

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

Unsuitable applications will not be acknowledged.

Closing date: Friday August 26th, 2011