

Vacancies

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

plays a key role in the development of the country's natural gas industry and invites applications from suitably qualified nationals to work in a challenging, result-oriented environment.

The following positions report to Manager, **Project Management Control Unit (PMCU)** with responsibility to optimize the standardization and implementation of NGC's Project Management Methodology, to improve the predictability of project cost and schedule outcomes, and to minimize avoidable adverse impacts or overruns.

CONTRACT ADMINISTRATOR (PMCU)

The minimum requirements for the position are:

- A first degree in Engineering or Construction Management or other relevant discipline is preferred
- A minimum of seven years of progressive work experience in supply chain management and project management and/or project controls with a strong emphasis in contract administration. Experience in construction of pipelines, process plants, and petrochemical facilities is preferred

Preferred Knowledge and Skills:

- Strong, working knowledge of standard contracting concepts, applicable international contract law, or public contract acquisition law and regulations
- Knowledge of health, safety and environmental practices in an industrialized environment
- Proven organizational and time management skills
- Problem solving skills
- Analytical skills
- Computer literacy with strong working experience in Microsoft Office and other management software systems
- Strong communication (written and verbal), presentation, and analytical skills
- Good team building and leadership skills
- Ability to multitask

COST ANALYST (PMCU)

The minimum requirements for the position are:

- A first degree in Engineering or Construction Management, or other relevant discipline is preferred
- A minimum of seven years of progressive work experience in project management and project controls with a strong emphasis in cost engineering and cost analysis. Experience in construction of pipelines, process plants, and petrochemical facilities is preferred

Preferred Knowledge and Skills:

- Sound knowledge of all aspects of cost engineering functions
- Computer literacy with demonstrated/extensive working experience in Microsoft Office and other cost management software systems
- Excellent working knowledge of project controls including project administration, design management processes, contracts, earned-value methods, assessment and reporting of physical progress, quantity surveying, scheduling, change order management, risk analysis, document control, and resource management
- Strong communication (written and verbal), presentation, and analytical skills
- Good team building and leadership skills
- Ability to multitask

SCHEDULE ANALYST (PMCU)

The minimum requirements for the position are:

- A first degree in Engineering or Construction Management or other relevant discipline is preferred
- A minimum of seven years of progressive work experience in project management and project controls with a strong emphasis in CPM scheduling and schedule analysis. Experience in construction of pipelines, process plants, and petrochemical facilities is preferred

Preferred Knowledge and Skills:

- Extensive/demonstrated knowledge of all aspects of CPM scheduling functions
- Excellent working knowledge of project controls including project administration, design management processes, contracts, earned-value methods, assessment and reporting of physical progress, scheduling, change order management, risk analysis, document control, and resource management
- Computer literacy with strong working experience in Microsoft Office and other project management software systems. Strong working knowledge of Primavera Project Planner (P3) and Microsoft Project scheduling software. Knowledge of Primavera P6 software is preferred
- Strong communication (written and verbal), presentation, and analytical skills
- Good team building and leadership skills
- Ability to multitask

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

Unsuitable applications will not be acknowledged.

Deadline: April 28th, 2010