



**THE NATIONAL GAS COMPANY
OF TRINIDAD AND TOBAGO LIMITED**

EMPLOYMENT OPPORTUNITY

THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED (NGC) is an internationally investment-rated company engaged in the development of Trinidad and Tobago's natural gas sector and energy-related businesses.

NGC purchases, transports and sells natural gas in Trinidad and Tobago. The Company owns and operates the country's natural gas transmission and distribution pipeline network, comprising both offshore and onshore segments. In addition, through investments and shareholdings, NGC is involved in the processing of natural gas and LNG, in parallel with the promotion and facilitation of investments in the local natural gas sector.

NGC is currently seeking to recruit an outstanding, results-driven individual for the position of:

Buyer II Job ID #10202

Objectives:

- To source and acquire materials, equipment and spares required for the operations of the Company in the most cost-effective and efficient manner
- To liaise with other members of the NGC Group where these procurement services are required

The minimum requirements for the position are:

- A First Degree in Business Management, Supply Chain Management or in any related field of study

OR

An Advanced Diploma in Supply Chain Management or Procurement and Contracts, eg. Chartered Institute of Purchasing and Supply (CIPS) and Institute of Supply Management (ISM)

- A minimum of five (5) years' experience in Procurement, Supply Chain Management or in a similar field

The following will be an asset:

- Work experience in the Energy Sector
- Membership in a Professional Procurement Association

Knowledge, Abilities and Skills:

Knowledge of:

- Principles and Practices of Purchasing
- Current markets and trade conditions
- Specifications, terms and conditions, selection criteria, requisitions, contracts, purchase orders and service contracts
- The Regulations and Procedures of state governmental purchasing, leasing and selling, especially of the State Enterprises Performance Monitoring Manual
- Methods of Competitive Bidding and Sources of Supply
- Current Procurement and Logistical Trends
- Technical and Trade Journals
- Developing product and service specifications

Ability to:

- Prioritise and schedule work
- Operate standard equipment, including micro-computers

Skills:

- Good Team Building, Interpersonal and Communication skills
- Good Project Management, Report Writing, Analytical and Problem Solving skills
- Negotiation and Influencing skills
- Proficiency in SAP Financials, SAP Materials Management and Microsoft Office Suite Software

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

Interested candidates are required to apply online via the Careers tab at www.ngc.co.tt where further job details are posted. New candidates will be required to create a Candidate Profile Account by clicking the View Jobs button.

Closing date for receipt of applications is March 31st, 2017.

Unsuitable applications will not be acknowledged.

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MEMBERS OF THE NGC GROUP OF COMPANIES