

Employment Opportunities

THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED (NGC) fills a unique, leading role in the energy sector of Trinidad & Tobago. Having focused on growing its local pipeline network for a broad range of industries, and diversified its role in the sector, NGC is about to enter a new phase of its development. There are several exciting career opportunities which exist for qualified, ambitious people who have a passion for communicating with different audiences, and who have a solid track record of doing it well.

LEAD, REPUTATION AND BRANDING

This position reports to the Manager, Corporate Communications with the responsibility of ensuring that all aspects of NGC's brand are manifested in accordance with an appropriate, clearly defined and well-articulated Brand Strategy, Brand Manifestation Policy and Manual, and to effectively support NGC's Corporate Strategy.

Minimum requirements:

- A First Degree in Marketing, Public Relations, Communications or a related field
- At least six years' experience, including extensive experience in:
 - Brand management for Corporate and/or Product/Service brands
 - The development and implementation of Brand Plans
 - Brand awareness and/or reputation tracking and/or management with at least one year in a role(s) involving Product Development

Preferred knowledge and skills:

- Solid knowledge of communications media, media technology (including social media) and best practices in the use of media
- Sound knowledge of brand positioning and development
- Evidence of having driven effective brand performance through high quality marketing communications across a wide range of media
- Resilience; an ability to get results and deliver change in a complex environment
- Commercial awareness and business acumen with a full understanding of the energy industry levers
- Good proficiency level in Microsoft Office Suite, communication and problem solving/analytical skills
- Team building skills
- Strong facilitation and collaboration skills
- Ability to handle multiple tasks with varying and strict deadlines and prioritization
- Excellent planning, organizational and execution skills

COMMUNITY RELATIONS OFFICER I/II

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, and to plan, develop and implement Corporate Social Responsibility programmes/projects.

Minimum requirements:

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

Possession of the following will be an asset:

- Sound knowledge of Community Relations principles and practices
- 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 principles and practices
- Computer literacy with proficiency in the application of Microsoft Office suite including MS Project, Excel, Access and Word
- A valid Trinidad and Tobago Driver's permit with at least two (2) years' driving experience

PUBLIC RELATIONS OFFICER I/II

This position reports to the Head, External Communications 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 a First Degree in another discipline, preferably in Social Sciences or Humanities and Training in Public Relations/Communications/Journalism
- A minimum of three years' experience in the Public Relations field
- Work related web/digital communications and/or media relations experience will be an asset

Possession of the following will be an asset:

- High level of oral, written, and editing skills for print, electronic and digital media
- Effective interpersonal and relationship building skills, yet able to work independently
- Sound knowledge of the energy industry and socio-political and economic environment
- Excellent event management skills
- Ability to research, analyse and synthesize information from multiple sources
- Ability to operate in a fast-paced environment, delivering diverse projects with different timeframes
- Creative thinking ability to generate and develop new ideas
- 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

Compensation:

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

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 July 15, 2013