

EMPLOYMENT OPPORTUNITIES:

The National Infrastructure Development Company Limited (NIDCO) is a Special Purpose State Enterprise established by the Government of the Republic of Trinidad and Tobago to manage the delivery of assigned infrastructure projects. NIDCO is inviting applications for the following positions in Tobago:

PROJECT MANAGER I

JOB SUMMARY

The Project Manager applies engineering and project management knowledge areas, tools and techniques to facilitate successful implementation of projects.

DUTIES AND RESPONSIBILITIES

- Monitors the performance of consultants and contractors, recommending and implementing corrective actions, where necessary, to ensure project deliverables are achieved.
- Provides technical advice to the project team leader and other internal stakeholders.
- Creates and maintains effective project records and reports in accordance with the approved project management information system and the Company's policies and procedures.
- Coordinates stakeholder management processes with external stakeholders and clients.
- Manages and monitors compliance with all statutory requirements for execution of projects.
- Performs other related duties as required.

WORKING RELATIONSHIPS

- Reports to the Vice President of Engineering and Programme Management or designate.
- Works closely with the internal and external stakeholders.

KEY SKILLS AND COMPETENCIES

- Experience with the application of project management principles towards achievement of deliverables in respect of the five types of project management processes.
- Knowledge of building codes, regulations, statutory requirements and HSE best practices.
- Decisive, analytical, problem-solving approach to the achievement of project requirements.
- Experience in working with multi-disciplinary teams, statutory bodies and Ministries.
- Ability to perform in a high-pressure environment.

QUALIFICATIONS, EXPERIENCE AND TRAINING

- A Bachelor's Degree in Civil Engineering, Construction Management or a related discipline.
- Minimum seven (7) years' experience in the management and/or supervision of large and complex construction projects.

ASSISTANT PROJECT MANAGER

JOB SUMMARY

The Assistant Project Manager provides technical and administrative support to project team leaders and the Project Management Office.

DUTIES AND RESPONSIBILITIES

- Assists the project team leader in the execution of project tasks including coordination, communication, planning, scheduling, monitoring, document management, financial tracking and reporting.
- Assists the Project Management Office with the collection and analysis of project data.
- Performs other related duties as required.

WORKING RELATIONSHIPS

- Reports to the Senior Project Manager.
- Works closely with the internal and external stakeholders.

KEY SKILLS AND COMPETENCIES

- Experience in construction and design monitoring and control.
- Decisive, analytical, problem-solving approach to the achievements of projects requirements.
- Proficient in technical and administrative reporting.
- Proven ability to perform in a high pressure environment.

QUALIFICATIONS, EXPERIENCE AND TRAINING

- A Bachelor's Degree in Civil Engineering, Management, Project Management or a related discipline.
- Minimum three (3) years' experience in project management or project administration.
- Construction sector experience will be considered an asset.

THE HUMAN RESOURCE MANAGER

National Infrastructure Development Co. Ltd (NIDCO)
The Atrium – Don Miguel Road Extension, San Juan
Trinidad, W.I.
E-mail: hr@nidco.co.tt

**CLOSING DATE FOR RECEIPT
OF APPLICATIONS IS**

Wednesday 15th January 2020.

Unsuitable applications will not be acknowledged.