



National Infrastructure Development Company Limited

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

INFORMATION TECHNOLOGY MANAGER

The Manager is responsible for the development, planning and implementation of enterprise IT systems in support of NIDCO's operations.

Working Relationships:

- Reports to the Corporate Services Manager.
- Works closely with Line Managers and External Stakeholders.

Key Duties and Responsibilities:

- Develops and implements IT policies, strategies and procedures to support the Company's strategic and operational plans. Ensures that all IT activities are performed within the parameters of applicable laws, codes, and regulations.
- Manages the day-to-day operations of the IT Department and all information and communication technology operations and projects.
- Tests, troubleshoots, and modifies information systems to ensure the effective operations.
- Researches, evaluates and recommends the purchase of computers, network hardware, peripheral equipment and software to achieve business requirements.
- Establishes and maintains the requisite disaster recovery plans to minimise the effect of any man-made or natural disasters on NIDCO's operations.
- Monitors the performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure.
- Performs other related duties, as required.

Key Skills and Competencies:

- Excellent working knowledge of computer systems, information security, network and systems administration, network installation databases and data storage systems, and phone systems.
- Proficient in computer hardware, cabling installation and support, wireless technology applications and interface, and IT security.
- Experience in developing and implementing ICT policies and procedures.
- Experience with systems design and development - from business requirements analysis through to day-to-day management.

Qualifications and Experience

- BSc in Computer Science, Business Administrative or any other relevant discipline.
- Six (6) years experience in Information Technology planning, organisation and development (with at least 2 years at the supervisory level).

AUDITOR I

The Auditor I is responsible for reviewing and evaluating NIDCO's operations; assessing the effectiveness and adequacy of all internal controls of management; assisting with special projects and investigative assignments, as required, and audit-related administrative issues.

Working Relationship

- Reports to the Internal Audit Manager.

Key Duties and Responsibilities:

- To conduct financial, operational, and compliance audit duties under the direction of the Internal Audit Manager, this includes:
- To perform 'walk-thrus' for the process under review.
- To prepare process flow charts, including the identification of internal controls and key risks.
- To prepare audit work papers with full audit trail and evidence for audit findings made.
- To identify audit findings for gaps in NIDCO's internal controls.
- To draft audit findings for the Audit Report.
- To assist with ad hoc assignments based on management requests and/or project assurance.
- To take Minutes at audit meetings.
- To provide assistance to the Internal Auditor II and the Internal Audit Manager in effectively performing daily operations.
- To execute other duties that the Internal Audit Manager may assign.

Key Skills and Competencies

- Must be objective, independent and professional.
- Ability to communicate effectively, both orally and written.
- Ability to be confidential.
- Ability to follow instructions.
- Must be able to execute an audit work programme.
- Must be able to work in a team environment as well as without constant supervision.
- Must be willing to take on additional responsibility.
- Ability to work under pressure and in a deadline driven environment.
- Trustworthy.
- Possess a good understanding of the International Financial Reporting Standards and other standards required by the Government.
- Key knowledge of Auditing Standards.
- Demonstrates initiative and be able to make progress on multiple assignments under time constraints.

Qualifications and Experience

- Professional certification in Accounting, Management, Business or related field.
- Certification in Internal Auditing would be an asset.
- Minimum of five (5) years in accounting and/or internal auditing experience.