



*For all life's journeys*

# Employment Opportunity

We are inviting suitably qualified nationals of Trinidad and Tobago to apply for the following position:

## CHIEF EXECUTIVE OFFICER

The Chief Executive Officer will plan, direct, control and report on the operations of the Company so as to facilitate the achievement of established short, medium and long term service and viability objectives, compliance with institutional, regulatory and governmental requirements and the establishment of appropriate corporate strategies and perspectives.

### RESPONSIBILITIES INCLUDE:

- Determination and establishment of strategic and operational corporate objectives, plans and programmes.
- Direction, management and control of daily operations of the Company so as to ensure that established work targets are achieved.
- Optimization of available human, physical and financial resources in achieving objectives.
- Development and establishment of sound corporate financial status and the achievement of profitability/viability targets.
- Representation of the Company with relevant external agencies and institutions.
- Participate in the development and formulation of appropriate corporate objectives, strategies, plans, policies and procedures for the achievement of the Company's mission and vision.
- Develop, recommend and implement a framework of corporate policies and procedures so as to facilitate the achievement of established corporate goals and objectives.
- Plan, direct, control and report on the operations of the Company so as to ensure the achievement of defined work targets and to facilitate the attainment of established short, medium and long term goals and objectives.
- Ensure the adequacy and soundness of the Company's financial status by forecasting and managing short/medium term cash flows, cash resources, investments and/or borrowing needs of the Company.
- Review and evaluate operational performance to initiate appropriate corrective action for the achievement of defined performance targets.
- Ensure the availability, proper utilization and safekeeping of the Company's resources and assets.
- Ensure the documentation of approved corporate policies and procedures for all key functions and Departments.

- Select, develop and monitor the utilization and performance of subordinate personnel so as to create and maintain effective levels of corporate productivity.
- Coordinate the preparation of annual budgets for the operations of the Company and administer approved budgets.
- Represent the Company with customers, external agencies, government, the media and the public.
- Prepare management reports and review corporate performance reports for submission to the Board of Directors.
- Ensure that the Company's personnel and office management files are effectively updated and maintained.
- Approve relevant legal, security and institutional documentation on behalf of the Company as required.
- Liaise with governmental, regional and international financial agencies as required to promote the objectives of the Company.
- Approve operational and financial transactions within established discretionary limits.
- Perform other related duties as required by the job function.

### THE SUCCESSFUL CANDIDATE MUST IDEALLY POSSESS:

- First Degree in Engineering (preferably Petroleum);
- Master Degree in Business Management (preferably with a Marketing specialization); or
- An equivalent combination of accreditation and training.
- At least ten (10) years' experience in a similar or related position, with five (5) years in a middle or senior management position.

If you meet the requirements, email a complete résumé with cover letter no later than 2026 March 06 to:

General Manager Human Resources & HSSE  
Trinidad & Tobago National Petroleum Marketing Company Limited  
NP House, National Drive  
Sea Lots, PORT-OF-SPAIN

EMAIL: [vacancies@np.co.tt](mailto:vacancies@np.co.tt)

N.B. Only suitable applicants will be contacted.