



*For all life's journeys*

# Employment Opportunity

Trinidad & Tobago National Petroleum Marketing Company Limited invites suitably qualified nationals to apply for the following position:

## ESTATE CORPORAL

The Estate Corporal is generally accountable for contributing to the maintenance of law, order and a secure environment at all NP areas of operation in Trinidad and Tobago. The position is the execution agent within the Security Unit, implementing the roster system and other security related systems and programmes, ensuring the efficient and effective utilization of resources as well as supervising security personnel under his/her command, taking all necessary steps to protect life and property.

### RESPONSIBILITIES INCLUDE:

- Helping to maintain a secure environment within the Organization by ensuring that all personnel, equipment and systems perform according to established general guard orders and special instructions for Plant Fire Brigade, First Aid treatment and emergency responses.
- Briefing each Estate Constable on his/her functions and making regular visits to ensure proper performance.
- Ensuring that buildings are opened on time as directed.
- Checking all security equipment to ensure proper working order at all times.
- Issuing arms and ammunition on the basis of need and function in accordance with policy and procedure and maintaining proper records of same.
- Parading/instructing all Officers on shift to ensure good turnout in their kit, before deploying them to their respective posts.
- Maintaining timely and accurate reports on matters pertaining to arrivals/departures of Officers on duty, leave and incidents/accidents.
- Registering and accounting for all equipment, keys, etc. taken/returned from post at the end of each shift.
- Keeping a record of all communicated information/activity and making entries as required in the station diary on matters pertaining to security/loss prevention, discipline and welfare of officers and employees.
- Initiating evacuation procedures and securing Company property in order to contribute to safety in the event of emergencies or national disasters.
- Coordinating and implementing after hours health, safety and environment responsibilities in the event of an emergency.
- Dispatching Estate Constables for emergency ambulance duties.
- Assigning Estate Constables for the Security Shuttle service provided to Company's personnel.
- Coordinating initial investigations of all security related incidents that occur on shift, involving Company's property and/or equipment, and generating and submitting relevant reports to the Estate Sergeant.
- Assisting in the promotion of efficiency and cohesion in the Department by guiding, monitoring, developing and appraising staff, as well as instructing subordinates on policy and procedures relating to their duties and responsibilities.
- Improving the skills and attitudes of subordinate staff through recommended training and other developmental efforts.

### THE SUCCESSFUL CANDIDATE MUST IDEALLY POSSESS:

- Three (3) GCE/CXC passes at General Proficiency, including English Language and Mathematics
- Precept/FUEC.
- Minimum of three (3) years' experience as an Estate Constable Or any other equivalent combination of qualification and experience.
- Assertiveness and the ability to command respect.
- Good written, oral, interpersonal communication skills and supervisory skills.
- Honest, reliable and confidential.
- Keen observation skills; Neat and tidy appearance
- Physical and mental fitness.
- Ability to remain calm in emergencies.
- Investigative skills.

Persons who meet the above requirements are invited to email a complete résumé with cover letter no later than 2026 May 15 to:

General Manager Human Resource & 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)

NB: Only suitable applicants will be contacted.