



For all life's journeys

Employment Opportunity

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

ORGANISATION DEVELOPMENT MANAGER

The Organisation Development Manager will be responsible for ensuring that the Organisational Development and related Human Resource Management System needs of the Company are identified and addressed effectively on an ongoing basis.

RESPONSIBILITIES INCLUDE:

- Interpreting the Company's Strategic and Business Plans and determining the Human Resource planning and training and development programme requirements to give effect to targeted strategic and business objectives.
- Monitoring the implementation, application and effectiveness of established Organizational Development plans and programmes.
- Liaising with and providing technical guidance for Line Managers on the Job Designs and Personnel Establishments
- Ensuring the development and maintenance of an effective Human Resource Information System.
- Developing, implementing and monitoring the application of Employment and Human Resource Development policies and procedures to ensure the achievement of Human Resource Management objectives.
- Managing the Company's recruitment and employment function to ensure that appointments, promotions, transfers and terminations are implemented fairly, equitably and in accordance with established policies, contractual arrangements and standing instructions.
- Ensuring accuracy of salaries and other staff payment by certifying and approving all documents for payments and requests for expenditures in line with Delegation of Authority.
- Designing, developing and coordinating the implementation of the Company's Education and Training Plan to ensure the achievement of targeted objectives.
- Carrying out diagnostic, analytical and research studies or investigations to inform the development of appropriate strategies and plans for the Company's Human Resource Development function.
- Conducting Education, Training and Development programmes as required.
- Administering and maintaining the Company's Performance Management System.
- Liaising with Line Managers to provide consultative advice and guidance on the interpretation and application of Employment and Human Resource Development policies and procedures.
- Liaising with consultants and relevant external agencies to provide specialized Human Resource Management services for the Company.
- Carrying out periodic Human Resource audits to ensure compliance and consistency of application of Human Resource policies and procedures by Line Managers.
- Performing other related duties as required by the job function.

THE SUCCESSFUL CANDIDATE MUST IDEALLY POSSESS:

- A Degree in a Social Science or related discipline.
- Post Graduate Training in:
 - Organisation Theory and Behaviour; and
 - Human Resource Management Theory and Practice
- At least five (5) years' experience in a relevant sub-function of a reputable Human Resource Management Department or any equivalent combination of training and experience.

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

NB: Only suitable applicants will be contacted.