



Employment Opportunity

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

GENERAL MANAGER HUMAN RESOURCES & HSSE

The General Manager Human Resources & HSSE, will be responsible for providing NP's Business Units, Divisions and Departments with the appropriately competent and engaged human resources required to successfully execute NP's strategy.

RESPONSIBILITIES INCLUDE:

- Strategic Human Resource Planning, Organization and Manpower Planning.
- Human Resource Policy/Procedure development, dissemination and maintenance. (Development, compensation, integration, utilization, employee services, employee relations, industrial relations and separation).
- Provision of Human Resource input into the strategic and business planning process.
- Communication of strategic and operational human resource imperatives.
- Ensure preparation of human resource supply and demand forecast for the Company consistent with Corporate strategies, plans and objectives.
- Management of Health, Safety, Security and Environment Services (HSSE).
- Preparation and administration of approved Budgets.
- Develops and implements Human Resource and HSSE strategies and initiatives in support of the Company's business strategy.
- Participates actively, objectively and collaboratively in the execution of NP's Corporate Strategy and the achievement of its strategic and operational objectives.
- Builds relationships with key internal and external stakeholders to ensure that strategic and operational objectives are met.
- Provides advice to the management team on, and leads in the planning and implementation of organisational design, workforce planning and change management.
- Supports current and future business needs through the acquisition, development, engagement, motivation and preservation of human capital in collaboration with the management team.
- Directs and manages the Human Resource Division's staff, technological, civil and physical infrastructure in accordance with NP's policies and practices.
- Facilitates retention of high performing staff by implementing career progression and reward and recognition programmes
- Leads the organisation in developing core Human Resource systems related to performance management and compensation systems.
- Develops, maintains and proactively manages the relationships and transactions with relevant Trade Unions and other bodies with a view to maximising goodwill and minimising untoward developments within the context of applicable laws and best practices.
- Develops and manages systems and procedures for the handling of employee grievances and labour disputes as well as deviations by employees from established work rules, standards and behavioural norms.
- Directs the development and implementation of a HSSE risk, audit and performance management system to eliminate the probability of health, safety, security and environmental incidents that may result in personal injury, environmental damage and/or financial loss to the Company.
- Supports and promotes a positive HSSE culture across the entire organization that delivers full compliance with all HSSE related legislation, regulations and organisational requirements.
- Participate actively, fully, objectively and collaboratively in leading NP in the execution of its Corporate Strategy and the achievement of its strategic and operational business objectives.

THE SUCCESSFUL CANDIDATE MUST IDEALLY POSSESS:

Academic:

- First Degree in Human Resources, Business Management, Psychology, Organization Design / Behaviour;
- Master's Degree in Human Resources, Organization Design / Behaviour or Business Administration;
- Proven track record in Industrial Relations;
- Working knowledge of HSSE systems and requirements.

Leadership / Management Experience:

- Minimum of fifteen (15) years' experience, five (5) of which should be at the Executive/Senior Management level performing the full range of Human Resources functions in a medium to large organization.
- Desirable: Experience in working with or for Government Ministries and/or agencies involved in the Energy Sector.

Knowledge, Skills & Abilities Required:

- Strategic leadership skills
- Ability to coach and mentor senior and junior professionals
- Experience in developing and implementing Human Resource Strategy
- Interpersonal and communication skills
- Analytical ability
- Emotional intelligence
- Negotiation and Conflict Resolution skills

If you meet the above requirements, email a complete résumé with cover letter no later than **2026 July 17** to:

Trinidad & Tobago National Petroleum Marketing Company Limited
NP House, National Drive, Sea Lots, PORT-OF-SPAIN

email : vacancies@np.co.tt

N.B. Only suitable applicants will be contacted.