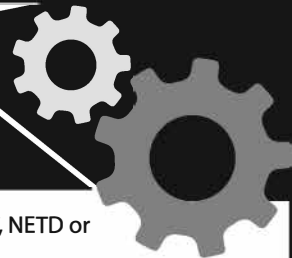


SENIOR HSE COORDINATOR

HEALTH, SAFETY AND ENVIRONMENT DEPARTMENT



The Trinidad and Tobago Electricity Commission is seeking to recruit a suitably qualified and experienced person for the position of Senior H.S.E. Co-ordinator.

JOB SUMMARY:

- Schedules and reviews inspections and audits to actively monitor various aspects of the HSE management systems and provide timely advice to staff at all levels, including executive management, on improvement measures.
- Develops and implements Incident Prevention Strategies and Action Plans in keeping with the Commission's HSE goals.
- Reviews and analyses HSE incident reports and non-conformances.
- Schedules, reviews and reports on the delivery of HSE training courses to all stakeholders, including employees and contractor employees.
- Monitors the HSE Department's budgets by monitoring expenditures and evaluating trends for adjustments and future budget planning.
- Leads, supervises, coaches, counsels and trains internal staff and staff of other departments.
- Develops, implements and coordinates the maintenance of the Commission's Environmental Management System (ISO 14001), including all the environmental programmes at the twelve (12) Zones.
- Develops, implements and coordinates the maintenance of the Commission's Disaster Preparedness and Emergency Response Plans at the twelve (12) Zones.
- Represents the Commission on government or other external committees.
- Performs any other duties and tasks related to the discharge of the job function.

EDUCATION AND TRAINING:

- Bachelor's Degree in Occupational Safety, Health and the Environment from an accredited institution, or equivalent qualifications.
- Diploma, or higher, in Management Studies or equivalent will be an asset.
- Diploma in Emergency Management will be an asset.
- Certification in Emergency First Response will be an asset.

- Certification in EEET/MEET/MET, NETD or equivalent will be an asset.
- Proficiency in Microsoft Office Suite: Word, Excel, Project, Access and Visio will be an asset.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Ten (10) years experience, with technical knowledge of electrical utilities practices and procedures.
- Working knowledge of HSE Management Systems and Practices e.g. OHSAS 18001, ISO 14000 series.
- Comprehensive knowledge of HSE Legislation, Regulations and Standards e.g. OSH Act 2004 as amended, Environment Management Act 2000.
- Working knowledge of Disaster and Emergency Management protocols and principles e.g. NFPA 1600.
- Ability to analyse and interpret HSE data/information and produce suitable reports, compilation and analysis of data.
- Proven ability at troubleshooting HSE Management Systems.
- Excellent written and oral communication skills, including technical and business writing skills.
- Working knowledge of the industrial hygiene principle.
- Ability to successfully manage projects, lead teams and work groups time management, leadership and scheduling.

SALARY:

A competitive compensation package is assured.

Interested candidates should apply, attaching an up-to-date résumé to:

CHIEF HUMAN RESOURCES OFFICER
Trinidad and Tobago Electricity Commission
#63 Frederick Street
PORT-OF-SPAIN

[CLICK HERE TO APPLY](#)

Closing date for applications is

Monday 23rd September, 2019

ONLY SUITABLE APPLICATIONS WILL BE ACKNOWLEDGED.

**TRINIDAD AND TOBAGO
ELECTRICITY COMMISSION**

