



## STAFF RECRUITMENT

Trinidad and Tobago Securities and Exchange Commission invites applications for the following permanent position:

### **SENIOR CORPORATE SERVICES OFFICER** **IN THE CORPORATE SERVICES DIVISION**

#### **A. Job Summary**

Under the direction of the Director, Corporate Services, the Senior Corporate Services Officer is responsible for undertaking facilities management duties at the Commission's Head Office and off-site facility as well as reviewing and developing health and safety policies, procedures and programmes to ensure that the Commission meets regulatory compliance standards. The Senior Corporate Services Officer assists with the supervision of the Corporate Services functions such as Procurement and Operations.

#### **B. Responsibilities / Accountabilities**

##### **OSH**

- Develops, implements, monitors and reviews policies, procedures, standards to ensure Commission is compliant with current legislation.
- Reviews work and procedures to ensure compliance with Occupational Safety and Health policies and procedures and ensures that hazards have been correctly addressed and mitigated to prevent reoccurrences.
- Coordinates and conducts safety audits and inspections.
- Undertakes risk assessments to ensure compliance with applicable legislation.
- Conducts investigations into incidents and accidents.
- Produces and submits reports and other documentation to the Director, Corporate Services.
- Maintains the safety and health records in accordance with legal requirements and approved standards.
- Promotes cultural awareness on occupational, health and safety to employees and contractors.

### **Facilities Management**

- Develops and implements a programme for the ongoing preventative maintenance.
- Supervises the development and implementation of facilities upgrades, remodelling, relocation and other related projects.
- Contributes to or provides advice on matters pertinent to or adversely affecting the functional integrity of the office infrastructure, equipment and facilities services of the Commission and recommends remedial measures.
- Prepares cost estimates and scope of works for contracted services related to facilities management.
- Supervises and monitors contractors engaged in performing services related to repair, maintenance and upgrade of buildings, equipment and other systems.
- Performs periodic inspections of all facilities equipment and systems to ensure optimal functioning.
- Assists with disaster preparedness and management.

### **Procurement and Operations**

- Plans, organises and supervises the work of staff engaged in the provision of Corporate Services.
- Assists with the development of the Division's draft annual budgets.
- Drafts, reviews and/or provides input into proposals, terms of reference, scope of works, evaluations, recommendations and other documents related to the procurement process and operations.
- Assists the Director, Corporate Services with contract management for vendors of the Commission, including the escalation of any discrepancies with services or payments.
- Participates in and provides input into the formulation and management of the Division's projects to support its overall strategic business objectives.
- All other related duties which may be assigned.

## **C. Minimum Qualifications and Experience**

- Five (5) years' experience performing Corporate Services duties with a minimum of five (5) years' experience in undertaking duties related to OSH, Facilities and Procurement.
- Three (3) years' supervisory experience.
- An Undergraduate Degree in Business Management/ Business Administration, Facilities Management or Occupational Safety.
- NEBOSH Level 3 Certification.
- International Purchasing Professional (CIPP) certification would be an asset.
- Any suitable combination of qualifications and experience will be considered.

## D. Competencies

<b>Technical Competencies:</b> <ul style="list-style-type: none"><li>• Considerable knowledge of the principles and techniques of Facilities and OSH Management.</li><li>• Considerable knowledge of the methods, materials and equipment used in upgrades, preventative maintenance and repairs of facilities and equipment.</li><li>• Considerable knowledge of Occupational Safety and Health Act as it pertains to facilities and OSH management.</li><li>• Knowledge of the principles of space planning and utilisation.</li><li>• Knowledge of the budget preparation, work scope development and public sector procurement procedures and techniques.</li><li>• Ability to develop and implement a preventative maintenance programme for building facilities, equipment and systems.</li><li>• Ability to prepare budget proposals, work scopes and cost estimates related to the provision of facilities management services.</li><li>• Knowledge of project management principles.</li></ul>	<b>Behavioural Competencies:</b> <ul style="list-style-type: none"><li>• Ability to supervise and co-ordinate the work of staff performing facilities management duties.</li><li>• Ability to communicate effectively both orally and in writing; and to prepare comprehensive reports, briefs and other documents on facilities and OSH matters.</li><li>• Ability to establish and maintain efficient working relationships.</li><li>• Ability to proactively undertake tasks and provide timely feedback.</li><li>• Strong sense of accountability, integrity, ethics and confidentiality.</li></ul>
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## E. Key Contacts

- **Internal:** Board of Commissioners, Members of the Executive Team, Divisional/Departmental Heads, Members of the OSH Committee, the Registered Majority Union and staff.
- **External:** Stakeholders: Occupational Safety and Health Authority, UDECOTT, Contractors and Service providers and other relevant stakeholders.

**All applications should be forwarded under confidential cover and addressed as follows:**

**Vacancy – Senior Corporate Services Officer**

**Director, Human Resources**

Trinidad and Tobago Securities and Exchange Commission  
Levels 22-23, Tower D  
International Waterfront Centre  
1 Wrightson Road  
Port of Spain

Email address: [vacancies@ttsec.org.tt](mailto:vacancies@ttsec.org.tt)

***Applications should arrive no later than August 7, 2025.***

***The Commission thanks you for your interest, however, only shortlisted applicants will be contacted.***