



## **MINISTRY OF ENERGY AND ENERGY INDUSTRIES**

### **NOTICE OF VACANCY**

Applications are invited from suitably qualified persons for the contract positions of:

#### **ENERGY RESEARCH AND PLANNING DIVISION**

- **Senior Policy and International Relations Officer**

##### **Job Summary**

The incumbent is required to address complex issues and advise on matters pertaining to the commitments of the Government in the global energy sector. This role has a strong international relations; policy and public information focus and therefore requires incumbents with proven experience in the international relations/policy environment. The officer will undertake analysis and provide advice on a wide range of issues across an equally broad range of stakeholders and sectors. This officer will contribute to international advocacy and representation, prepare reports for Ministers and Cabinet, and remain actively involved in interdepartmental forums.

##### Minimum Experience and Training

- Bachelor's Degree in the Social Sciences with an International Relations speciality, supplemented by a postgraduate qualification in International Relations.
- 5 to 7 years professional experience of increasing complexity (energy industry and international relations experience will be an asset)
- Significant understanding of the geopolitical forces at work in the global energy sector
- Proficiency in the Microsoft Office Suite/ Project Management applications
- Protocol training will be an asset
- Experience working with advisory committees or other oversight bodies, as well as ability to identify and engage new supporters

- **Policy and International Relations Officer**

**Job Summary**

The Policy and International Relations Officer will work under the guidance of the Senior Policy and International Relations Officer to assist in providing focused support in the areas of International Relations and/or Policy matters with respect to the energy sector. The incumbent is required to have the skills set that will allow him/her to handle a range of data sets from various sources and provide briefings on matters therein. The main role is to support the Senior Policy and International Relations Officer in foundation work leading to the execution of bilateral agreements and preparing policy positions and researching global energy trends.

Minimum Experience and Training

- BSc in Social Sciences with an International Relations Speciality
- 2 – 4 years professional experience of increasing complexity (energy industry and international relations experience will be an asset)
- Sound understanding of the geopolitical forces at work in the global energy business and experience in International Affairs
- Proficiency in the Microsoft Office Suite/ Project Management applications
- Protocol training will be an asset

## ENERGY INFORMATION MANAGEMENT AND TECHNOLOGY DIVISION

- **Manager, Networks and Infrastructure**

### **Job Summary**

The incumbent is required to manage the operations, maintenance and development of the technology infrastructure and communications networks of a large Ministry / Department, under the direction of the ICT Director. Duties include; delivering secure IT operations; developing high availability technology infrastructure; providing network operations and network management; managing messaging services; managing and maintaining the data centre infrastructure; delivering ICT infrastructure projects; meeting and exceeding targeted service and availability levels; and supervising professional, technical and support employees.

### Minimum Experience and Training

- Minimum of five (5) years' experience at a management level in the area of ICT, including at least two (2) years in the development, implementation, management and operation of networks/communications infrastructure and data centre technology/infrastructure.
- Training as evidenced by the possession of a recognised Bachelor's degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.

**OR**

- Minimum of seven (7) years' experience performing at a management level in the area of ICT, including at least four (4) years in the development, implementation, management and operation of networks/communications infrastructure and data centre technology/infrastructure.
- Training as evidenced by the possession of a recognised Bachelor's degree.
- Certification in the area of ICT

**OR**

- Minimum of ten (10) years' experience in performing at a management level in the area of ICT, in addition to at least five (5) years' experience in the development, implementation, management and operation of networks/communications infrastructure and data centre technology/infrastructure.
- Training as evidenced by the possession of a two-year Diploma/Certificate in the area of IT from a recognised institution.

- **Information Technology (IT) Infrastructure Specialist**

**Job Summary**

The incumbent is required to provide technical services in the management, operations and maintenance of the computer centre hardware, software systems and related infrastructure of a large Ministry/Department. Duties include provision of assistance with the operations and support of computer room hardware, operating system software and related support applications; support for email, domain management and related systems; provision of support and maintenance for PCs, laptops and related equipment; and supervision of other ICT technical and support staff.

Minimum Experience and Training

- Minimum of three (3) years' experience performing at a technical level including eighteen (18) months' experience in the operation and maintenance of ICT systems.
- Training as evidenced by the possession of a recognized Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.

- **Network Specialist**

**Job Summary**

The incumbent is required to provide technical services in the management, operations and maintenance of the computer network hardware and software, intranet, internet, portal, communications, LANs, WANs and related connectivity infrastructure of the Ministry/Department. Duties include operating and maintaining network and connectivity components; monitoring network security; resolving network problems and service incidents; and supervision of Technical and Support Staff as required.

Minimum Experience and Training

- Minimum of three (3) years' experience performing at a technical level, including at least eighteen (18) months' experience in the operation and maintenance of network, messaging and communications infrastructure.
- Training as evidenced by the possession of a recognized Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.

- **ICT Technical Officer**

**Job Summary**

The incumbent is required to provide technical support in the operations and maintenance of the ICT infrastructure of the Ministry/ Department under the guidance and direction of supervisors. Duties include installation and support of personal computers and related software; monitoring of the operations of the Ministry/ Department's IT and networking infrastructure; assisting with the installation of computer room and networking infrastructure; and responding to and addressing IT incident reports and requests for help.

Minimum Experience and Training

- Minimum of three (3) years' relevant technical experience.
- Training as evidenced by the possession of a recognized Associate Degree or Diploma in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.

- **Manager, Solutions Development and Implementation**

**Job Summary**

The incumbent is required to manage the identification, specification, programming, development, testing, documentation and implementation of the application and business software solutions required by a large Ministry/Department, under the direction of the ICT Director. Duties include: managing the needs identification and requirements development processes; managing the software development and implementation processes for application and business software; designing and implementing change management processes; developing programmes to encourage the optimal utilisation of all software solutions; maintaining stakeholder engagement; commissioning of maintainable, secure and efficient software solutions; and supervision of professional, technical and support employees.

Minimum Experience and Training

- Minimum of five years' experience at a management level in the area of ICT, including at least two (2) years in the development, implementation and operation of business and application software systems.

- Training as evidenced by the possession of a recognised Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or related area.

**OR**

- Minimum of seven (7) years' experience at a management level in the area of ICT, including at least four (4) years in the development, implementation and operation of business and application software systems.
- Training as evidenced by the possession of a recognised Bachelor's Degree.

- **Database Specialist**

### **Job Summary**

The incumbent is required to provide general database management, maintenance and support services for the database systems of the Ministry/ Department. Duties include : assisting with the monitoring and management of the security, integrity and availability of the Ministry / Department's databases; supporting the design and development of databases; maintaining and enhancing the database solutions of the Ministry / Department; and supervising Technical and Support Staff as required.

### Minimum Experience and Training

- Minimum of three (3) years' experience performing at a technical level, including at least eighteen (18) months' experience in the design, operation and maintenance of database management systems.
- Training as evidenced by the possession of a recognized Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.
- Relevant certification in database management.

- **Information Systems Specialist**

### **Job Summary**

The incumbent is required to provide technical services for selected software application systems of the Ministry/ Department. Duties include: analysis of operational data to meet the information needs of stakeholders; assisting with the selection, design, programming and testing of software applications; supporting the enhancement of software applications; providing training to key stakeholders on specified information systems; and supervision of Technical and Support Staff as required. Depending on work assignment, the incumbent will be required to perform these duties for one of the

following categories of software application solutions: a) the business information systems of the Ministry/ Department such as finance, payroll and human resource management; b) the Ministry/ Department – specific information systems; c) any defined combination of business and Ministry/ Department – specific information systems.

#### Minimum Experience and Training

- Minimum of three (3) years' experience performing at a technical level, including at least eighteen (18) months' experience in the design and development of application software.
- Training as evidenced by the possession of a recognized Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.

- **Information Technology (IT) Analyst / Programmer**

#### **Job Summary**

The incumbent is required to provide general business analysis and programming support services to the Ministry/ Department. Duties include: analysis of the required data to meet the information needs of stakeholders; assisting with the analysis and design of all software applications; providing programming support for the development of software applications; supporting the maintenance of all software applications; and supervision of Technical and Support Staff is required.

#### Minimum Experience and Training

- Minimum of three (3) years' experience performing at a technical level, including at least eighteen (18) months' experience in the analysis, programming, development and maintenance of software applications.
- Training as evidenced by the possession of a recognized Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.

- **Manager, Energy Data Operations**

#### **Job Summary**

Annual planning and delivery of goals and milestones for Energy Data Management Services and for the overall management of the electronic and physical technical energy

information and data assets of the MEEI. Responsible for ensuring that all data and information gathered by oil and gas operations conducted by the operating companies is made easily available in a fully electronic format to the MEEI and stakeholders and that all physical assets held by the Ministry are securely archived and easily accessible. This officer is also responsible for managing senior staff and scheduling resources in the Unit and for the overall people development of this team.

#### Minimum Experience and Training

- BSc in Information Management or Computer Science or related IT Qualifications AND a Diploma in Petroleum Technology or related certification or a minimum of six (6) years' familiarity and experience with energy sector data and information OR BSc in Petro Science field with a Diploma in Information Technology or Computer Science.
- A minimum of five (5) years' experience in a Supervisory position.
- Project Management experience will be an asset.
- Familiarity with official administrative processes and financial regulations governing the public service.
- Certification in the area of ICT.

**OR**

- Minimum of ten (10) years' experience at a management level in the area of ICT, in addition to at least five (5) years' experience in the development, implementation and operation of business and application software systems.
- Training as evidenced by the possession of a two-year Diploma/Certificate in IT from a recognised institution.

#### • **Senior Energy Data Officer**

##### **Job Summary**

The incumbent is responsible for ensuring that data management activities and processes related to legacy data loading and validation of the MEEI's energy and mineral database systems are implemented. This includes legacy data loading to specialised energy industry applications used to manage energy physical data assets.

#### Minimum Experience and Training

- BSc. in Computer Science or in Petroleum or Geoscience field OR a combination of a minimum of five (5) years' experience in managing energy sector data AND paraprofessional training in the petroleum industry as evidenced by a certificate in either of the following : Oilfield Production Techniques, Basic Petroleum Technology; Fundamentals of Petroleum Engineering or related diploma level petroleum technical training



- Proficiency in the use of Microsoft Office Suite
  - Ability to communicate effectively both verbally and writing with excellent presentation skills
  - Strong interpersonal skills
  - Problem solving skills
- **Energy Data Officer**

### **Job Summary**

Responsible for the data management activities and processes involved in ensuring that data integrity and quality is maintained in all energy and mineral information systems and other specialised petroleum industry applications used to manage petroleum and minerals data. Provides support in the management of the Ministry's legacy and current physical data assets as required.

### Minimum Experience and Training

- A B.Sc. or B.A. degree in any field with a minimum of 1+ years work experience with energy sector data **OR** a Diploma in Petroleum Technology or related certification and with 3+ years' working experience with energy sector data and information **OR** A Diploma in Information Technology or Computer Science with 3+ years' working experience with energy sector data and information
  - Experience and familiarity with data and information managed by the MEEI will be an asset
- **Energy Data Operator**

### **Job Summary**

Creates the inventory register for assigned energy sector operating companies for drilling, workover and production data domains as well as for all e-well file physical assets and well logs. Identifies missing data, data formats submitted. Assists in sourcing data for complete data sets to prepare for data loading to the Energy and minerals database systems. Transcribes drilling, workover and production data onto specialized data loading templates and uploads data to provisional database system. Assists in work involved in drilling, workover and production data loading for assigned energy sector companies. Assists in preparation of the electronic will files.

### Minimum Experience and Training

- Minimum of two (2) Advanced Level or CAPE Certificate
- Evidence of completion of specialized training in petroleum information management tools used by the Ministry of Energy and Energy Industries
- Familiarity and experience with drilling, workover and production data and/or quarry information submitted by energy and mining companies with a minimum of six (6) months experience working with the management of technical petroleum data or mineral sector data and information
- Experience with Microsoft Office Excel and PowerPoint

## **PETROLEUM OPERATIONS MANAGEMENT DIVISION**

- **Senior Environmental Officer**

### **Job Summary**

The Senior Environmental Officer is responsible for leading the Ministry's regulatory framework for managing NOSCP/BOSCP, chemical approval, emergency response preparedness and environmental compliance requirements in accordance with local laws and international conventions.

### Minimum Experience and Training

- Post Graduate degree in Environmental Management, Sciences or Engineering
- Specialized training in Environmental Toxicology will be an asset
- Extensive years working experience in related field

- **Environmental Officer**

### **Job Summary**

The Environmental Officer is responsible for providing technical support in regulating the energy sector to ensure that environmental impacts are minimized or eliminated over a project life cycle and are in compliance with local laws and international conventions.

### Minimum Experience and Training

- BSc Environmental Science/ Environmental Engineering or Environmental Management, or in the Natural or Physical Sciences
- Minimum two (2) years working experience in related field

- **Environmental Chemist**

### **Job Summary**

Highly specialized and responsible professional and administrative work in environmental chemistry. An employee in this class is responsible for directing a programme of assessment, approval and monitoring with respect to usage of chemicals in the energy sector. Work also involves advising the policy, devising and determining research methods, supervising the development of databases, participating in discussions and/or negotiations with companies and agencies in the energy and energy based industries. The incumbent is also expected to supervise a group of sub – professional, administrative and clerical personnel. Work is performed with a high degree of initiative and independent judgement and is subject to review through discussion, evaluation of reports and recommendations forwarded. The incumbent reports to the Senior Chemical Engineer.

### Minimum Experience and Training

- BSc in Chemistry
- At least a minimum of two (2) years' experience in Analytical Chemistry would be an asset

**Interested persons should submit a signed application with a CV no later than April 27<sup>th</sup> 2018, to the:**

**The Permanent Secretary  
Ministry of Energy and Energy Industries  
Attention: Director Human Resources  
International Waterfront Centre  
#1 Wrightson Road  
Port-of-Spain  
Trinidad and Tobago  
West Indies**

**OR via email: [vacancies@energy.gov.tt](mailto:vacancies@energy.gov.tt)**