

**Job Description**  
**Contractual Position**

**JOB TITLE: Head, PLCC Secretariat**

**JOB SUMMARY:**

The Head, PLCC Secretariat will provide strategic guidance in the form of administrative, operational and technical (inclusive of intelligence gathering, research, analysis and communications) duties to the Permanent Local Content Committee (PLCC) and to the Chairman of the PLCC, to ensure that the Committee functions effectively and efficiently. The day-to-day work of the Head, PLCC Secretariat includes management of the work programme and personnel.

**REPORTS TO:**

The PLCC Chairman

**SUPERVISION GIVEN TO:**

Local Content Procurement Specialist, Local Content Monitoring and Evaluation Specialist, Local Content Stakeholder Engagement Specialist, Local Content Capacity Development Specialist, Director of Legal Services, Local Content Research Analyst, PLCC Project Controls Specialist, Business Operations Assistant II

**DUTIES AND RESPONSIBILITIES:**

- Plan, organise and manage the strategic operations of the PLCC.
- Manage PLCC operational activities on matters arising from related work of the Committee.
- Plan and coordinate meetings, communications, consultations and other PLCC related events and propose meeting agendas, in consultation with the Chairman.
- Liaise with State Agencies, operating companies, service providers, training institutions and other Local Content stakeholders regarding submissions/updates on Local Content/Local Participation requirements.
- Review *Action Logs* activities coming out of PLCC meetings and make recommendations to the Chairman.
- Review draft documents provided to/by the PLCC for editing and proofreading on submissions and report in compliance with Local Content/Local Participation requirements from stakeholders.
- Monitor and review records of PLCC activities, correspondences and decisions taken.
- Review data collection, analysis and research programme of PLCC.
- Lead and propose plans for research as per PLCC requests.
- Update Local Content/Local Participation Policies and Strategies globally with best practice.
- Update Local Content/Local Participation Policies and Strategies and activities in the oil and gas sector in T&T.
- Manages the PLCC Secretariat in the distribution of work program and support training towards mentoring of the Secretariat personnel.
- Performs other related duties of the PLCC.

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- A Masters in Business Administration (MBA) in the field of Social Sciences or Management.
- Certification in the field of Project Management.

✕ Extensive experience in the Energy Sector.

## **SKILLS AND ABILITIES:**

- Experience in the area of Local Content in the Energy Sector.
  - Highly analytical with the ability to analyse large amount of details.
  - Strong communicator to deliver messages effectively and concisely at all levels.
  - Self - motivated to work with little supervision and possess the ability to pick - up new or unfamiliar concepts quickly.
  - Demonstrates experience in developing and implementing strategies, programmes and plans in the facets of Local Content.
  - Strong leadership and strategic skills to perform in a dynamic environment.
  - Knowledge of Public Service Administration.