



Government of Trinidad and Tobago

JOB DESCRIPTION **CONTRACTUAL POSITION**

JOB TITLE: DOWNSTREAM PETROLEUM DIRECTOR

JOB SUMMARY:

The Downstream Petroleum Director spearheads the Ministry's efforts towards value creation and maximization at all stages of the Crude oil and Natural Gas value chains for the benefit of the citizens of Trinidad and Tobago. The incumbent is responsible for monitoring and evaluating the performance of assets along the value chains with a view to ensuring that individual stakeholders manage and operate these facilities in accordance with sound and current industry standards and in a manner which generates optimum value to the country.

REPORTS TO: Permanent Secretary

SUPERVISION GIVEN TO:

DUTIES AND RESPONSIBILITIES

- Plan, organize and direct the work of the Downstream Petroleum Management Division consistent with the Ministry's strategic deliverables.
- Administer and issue refining and marketing licenses with respect to the manufacturing and sale of petroleum products and by-products
- Prepare periodic reports on international crude oil and petroleum product market development including the consequential impact on the domestic market
- Prepare price reports and advises on medium and long-term trends for refining and petroleum products retail marketing.
- Liaise with the Petroleum Operations Management Division of the Ministry for the establishment of acceptable performance standards through an expansion of the Ministry's responsibilities relating to monitoring, operations and inspections.
- Facilitate inspections/audits of fiscalization facilities and verification of calibration of measurement devices for crude oil and petroleum products.
- Communicate and meet with various energy sector companies and agencies to collaborate and advise on activities impacting on refining and downstream retail marketing.

<ul style="list-style-type: none"> • Prepare relevant measurement guidelines and evaluate the performance of measurement devices for crude oil and petroleum products. • Conduct revenue forecasts in relation to annual budget estimates and quarterly reviews and prepare comprehensive reports • Monitor Division results & engage managers and teams in continuous improvement against goals • Streamline processes to improve the Division's efficiency and effectiveness • Ensure that capacity, availability and utilization of key value chain infrastructure such as production facilities, pipelines, processing plants, manufacturing plants, storage facilities, ports and utilities are maintained in accordance with global performance standards. • Coordinate delivery on existing commercial agreements and recommend modification where necessary to improve government's value realization from a depleting resource. • Build and manage stakeholder relationships • ■ Identify areas for additional investment along the value chains to facilitate growth, expansion and diversification in the Energy Sector. 	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> • Knowledge of activities and operations of the domestic and international energy sector and the domestic refining and petroleum product marketing. • Knowledge of the marketing of crude oil and petroleum products within the domestic and international energy environments. • Knowledge of the Petroleum Act and the Petroleum Taxes Act. • Knowledge of the technical, commercial and strategic issues involved in the integrated management of a diverse and highly complex mix of assets operating in a highly volatile global business environment. • Knowledge of the technical and commercial opportunities and risks inherent in the natural gas and crude oil value chains. • Knowledge of the Local and Global market trends in the energy sector. • Knowledge of Risk Management in the energy sector
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to analyze and evaluate problems related to refining and retail marketing of crude oil and petroleum products. • Ability to analyze, negotiate and administer technical and commercial agreements for the conduct of activities by various stakeholders along the value chains. • Ability to work with multidisciplinary teams. • Excellent interpersonal and communication skills. • Exceptional management, organizational and coordination skills with proven ability to prioritize and control a demanding workload and work effectively under pressure to meet tight deadlines. • Strong problem solving and analytical skills. • Strong research and presentation skills

MINIMUM EXPERIENCE AND TRAINING:
<ul style="list-style-type: none">• Undergraduate degree in Engineering preferably in Petroleum OR Chemical• A postgraduate degree in the Engineering Sciences (Petroleum/Chemical) will be an asset.• Considerable years' experience in various petroleum engineering and/or• business function