

PORT AUTHORITY OF TRINIDAD AND TOBAGO (PATT)



VACANCIES

Applications are invited from suitably qualified nationals of Trinidad and Tobago to fill the under mentioned positions.

OCCUPATIONAL HEALTH NURSE	DIVISIONAL MANAGER HUMAN RESOURCES
<p style="text-align: center;">Job Summary</p> <p>The Occupational Health Nurse has sole responsibility to ensure the proper managing of the Waterfront Clinic - Port of Spain and of the day to day management and administration of it, with telephone support to personnel on the Port of Scarborough - Tobago, as required. The Occupational Health Nurse administers prompt and efficient medical attention to all employees referred to the Clinic and schedules appointments with the Clinic doctor as deemed necessary.</p> <p style="text-align: center;">Responsibilities:</p> <ul style="list-style-type: none">• Conducts workplace visits following reports of occupational ill-health; general a report to the Medical Superintendent, as required.• Facilitates emergency nursing care, if required. Hospital and Home Visits at Human Resource Department's request when necessary in both Trinidad and Tobago.• Assists the Medical Superintendent in conducting annual medical examination of employees.• Conducts on-site random and periodic screening for illicit drugs at the Waterfront Clinic, Port of Spain and Port of Scarborough, Tobago.• Compiles, Secures, Retrieves and Archives confidential individual medical records, which comply with legal requirements and Company Policies.• Advises managers/supervisors on occupational health issues.• Any other related duties as assigned by management. <p style="text-align: center;">Qualifications / Experience:</p> <ul style="list-style-type: none">• Must be registered with the Nursing Council of Trinidad and Tobago.• A minimum of seven (7) years experience in a similar workplace setting.• Occupational Health postgraduate qualification.• Proficiency in Microsoft Office Suite.• Knowledge of Trinidad and Tobago Health Regulations, including Occupational Health Safety (OSHA) legislation as it applies to occupational health practice in Trinidad and Tobago. <p>Applications along with an original Certificate of Good Character, copies of certificates and two (2) references should be submitted no later than 4:00 p.m. on 2014 Friday, September 26 and addressed to:</p>	<p style="text-align: center;">Job Summary</p> <p>The Divisional Manager Human Resources reports to the General Manager/CEO PATT and will develop and ensure the implementation of policies, systems and practices for the Authority's Strategic Human Resources Management. The Divisional Manager will also be required to participate in Collective Bargaining and other negotiations with the respective Unions - Seamen and Waterfront Workers Trade Union (SWWTU) and the Estate Police Association (EPA). Highly responsible administrative work includes the exercise of considerable initiative and independent judgment in keeping with the framework of rules and regulations and managerial industrial policies.</p> <p style="text-align: center;">Responsibilities:</p> <ul style="list-style-type: none">• Participates in collective bargaining and other negotiations relating to staff and labour relations.• Interprets and administers industrial agreements and conducts meetings and discussions to resolve disputes and grievances.• Makes recommendations with respect to recruitment, selection, promotion, discipline and other related matters concerning employees of the Authority;• Interviews and recruits employees for appointments on probation to subordinate posts.• Attends various meetings of sub-committees of the Board.• Exercises direction and general supervision over the Human Resources Department of the Authority and ensures that all personnel rules and regulations are properly administered.• Performs the more technical and complex assignments of the Human Resources function.• Formulates policy and makes recommendations with respect to programmes for the training of workers and staff and ensures that such programmes are implemented.• Ensures the maintenance of proper personnel records.• Advises other Departmental Heads on Human Resources and Industrial Relations matters.• Undertakes proper Succession Planning Policy/Plan.• Administers Performance Appraisals.• Keeps abreast of the Authority's Skills Bank and Talent Pipeline.• Performs other related duties as assigned.• Strong organizational skills and ability to manage multiple priorities.• Proficiency in Microsoft Office Suite. <p style="text-align: center;">Qualifications / Experience:</p> <ul style="list-style-type: none">• A First Degree in Social Sciences, with special emphasis on Human Resource Management, or a related discipline.• Minimum of eight (8) years experience and training in the field of Human Resource Management at a senior level.• Extensive experience in Industrial Relations and Project Management.• Ability to communicate effectively both orally and in writing, to prepare reports and make recommendations on matters within the Manager's portfolio. <p>Applications along with an original Certificate of Good Character, copies of certificates and two (2) references should be submitted no later than 4:00 p.m. on 2014 Friday, September 26 and addressed to:</p>
<p>Divisional Manager Human Resource (Ag.) (Occupational Health Nurse) Port Authority of Trinidad and Tobago Administration Building Dock Road Port -of -Spain. Unsuitable applications will not be acknowledged.</p>	<p>Port Secretary (Ag.) (Divisional Manager, Human Resources) Port Authority of Trinidad and Tobago Administration Building Dock Road Port- of- Spain. Unsuitable applications will not be acknowledged.</p>