



VACANCY: EXECUTIVE MANAGER SCARBOROUGH AND GSS

Job Summary

The Executive Manager, Scarborough and Government Shipping Service (GSS) Port of Scarborough reports directly to the Chief Executive Officer – TTIT. The incumbent is required to lead the transformation initiatives of the Authority relevant to the Port of Scarborough thus ensuring the efficient and effective operations of the Port of Scarborough in keeping with its strategic goals and objectives.

Key Responsibilities

- Articulates the Authority's strategic vision, develops and implements strategies, projects and programmes to achieve these within the specified timeframes.
- Establishes, in consultation with the CEO TTIT, budgets for the Government Shipping Service and the Port of Scarborough in alignment with the Port's strategic goals.
- Ensures compliance with the approved Budgets for the Government Shipping Service and the Port of Scarborough and reports any variances thereto in a timely basis.
- Explores all opportunities for improving existing and creating new revenue streams with recommendations related thereto submitted with justification for the consideration of the CEO TTIT, GM and Board of the Authority.
- Makes recommendations for cost cutting initiatives which will not adversely impact the level and/or quality of service delivery to customers.
- Reviews existing systems and processes for continued relevance and undertakes re-engineering as necessary to achieve operational excellence.
- Develops contingency plans in collaboration with key internal and external stakeholders for business continuity in the case of adverse incidents/accidents.
- Builds and maintains good relationships with Tobago tenants of the Authority to ensure that rental payments are received on time and follow up is undertaken on any arrears due and owing to the Authority.
- Communicates with the CEO POSINCO and/or his designate to provide real-time information relevant to Tobago tenants for the purpose of accurate record-keeping.
- Directs Ferry Operations at the Port of Scarborough and the Port of Port of Spain to enhance the customer experience while maintaining efficiency.
- Manages and increases the effectiveness and efficiency of Cruise Ship operations and general cargo operations at the Port of Scarborough, through improvements to each function as well as coordination and communication between support and business functions.
- Establishes and maintains effective key stakeholder relationships (internal and external) for the overall benefit of the Authority.
- Creates a harmonious work environment by meeting with Managers, general staff and Union Representatives on a regular basis.
- Ensures that the Port's human resources are efficiently and effectively utilized to achieve the Port's strategic goals and objectives.

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- Prepares and presents Reports/Notes/Presentations and other official documentation for the information of the CEO and Board.
- Promotes a culture of service excellence.
- Performs any other duties as directed by the CEO TTIT, GM and/or Board.

Required Knowledgeable, Skills and Abilities

- Excellent leadership, interpersonal and communication skills with the ability to work collaboratively with key internal and external stakeholder
- Knowledge of the legal and regulatory framework governing Port/Ferry Operations
- Knowledge of strategic planning tools and techniques
- Knowledge and experience in project management tools and techniques
- Knowledge of negotiating techniques
- Knowledge of employee performance management appraisal process
- Knowledge in Port/Ferry operations
- Experience in financial planning and risk management
- Experience in conflict management
- Excellent time-management and organizational skills with a keen eye for detail
- Ability to develop and implement key organizational performance metrics
- Ability to make effective decisions
- Ability to build and maintain effective stakeholder relationships
- Ability to lead and motivate a diverse team of professional employees
- Ability to develop plans and lead programmes and projects to achieve strategic goals and objectives

Minimum Requirements

Qualification/ Experience and Training:

- First Degree in Port/Maritime Management, Business Administration or related discipline from an accredited academic institution
- Master's Degree in Port /Maritime Management or related discipline
- Training in Conflict Management
- Training in OSH
- Training in Basic Industrial Relations
- Proficient in Microsoft Office Suite
- Not less than ten (10) years managerial experience with at least five (5) years leading a diverse team of professionals

Applications which include a cover letter and an updated resume should be submitted no later than by **4.00 p.m. on October 28, 2024** and addressed to:

Executive Human Resource Manager

Re: Vacant Position of Executive Manager Scarborough and GSS

Port Authority Administration Building

Dock Road, Port of Spain.

OR

via E-mail as follows:

pattvacancies@patnt.com

E-mail subject line should read: Executive Manager Scarborough and GSS

Late applications will not be accepted.

Please be advised that only those candidates who are shortlisted to undertake the recruitment and selection process as Executive Manager Scarborough and GSS will be contacted by the PATT.