

PORT AUTHORITY OF TRINIDAD AND TOBAGO



VACANCY: PORT ADMINISTRATIVE OFFICER III

Job Summary

The Port Administrative Officer III reports directly to the Chief Executive Officer (CEO) – POSINCO. He/She is responsible for the formulation, interpretation and implementation of policies and procedures. Work assignments are received from the CEO *either* verbally *or* in writing.

The incumbent is required to execute his/her duties independently and in accordance with established policies and procedures. Guidance is obtained on the more complex matters from the CEO who reviews the incumbent's performance via meetings and discussions.

Key Responsibilities

- Provides support to the CEO relevant to the clerical, fiscal and policy aspects of Risk Management, Insurance and Claims Management.
- Drafts and/or reviews departmental policies and procedures for continued relevance.
- Prepares the Departmental Budget.
- Conducts research, collates and analyzes data related to Group Health and Group Insurance Plans as input into the decision making process relative to these benefits.
- Develops and maintains an effective records management system to ensure the easy retrieval of individual and/or organizational information as well as to generate reports.
- Prepares and delivers presentations/reports/notes relative to the Department's deliverables as and when required.
- Insurance Management:
 - Manages the Insurance Programme for all SBU's which includes inter-alia:
 - (a) Liaises with the Procurement Department during the tendering phase.
 - (b) Facilitates the settlement of claims by liaising with the Legal Department, Security Department, Safety Department, Divisional Heads and Insurance Brokers'.
- Keeps abreast of trends and developments within the Insurance Industry and advances any recommendations for the consideration of Executive Management.
- Prepares monthly reports on the performance and functions of the Department.
- Manages the service deliverables of the Insurance Brokerage Firms.
- Performs any other related duties as are assigned by the CEO.

Required Knowledge, Skills and Abilities

- Knowledge of Insurance principles and practices.
- Knowledge of the Workmen Compensation Act and OSH Act.
- Considerable knowledge of public administration.
- Considerable knowledge of the laws and regulations as are relevant to the Port Authority.
- Proficiency in Microsoft Office Suite.
- Communicate clearly and concise with strong written, and oral communication skills.
- Ability to apply good judgement and make decisions related to the Department's deliverables.
- Ability to write Board Notes, complex reports and any other documents.
- Ability to conduct research, analyze data and present findings.
- Ability to direct and coordinate administrative or technical programs to evaluate their effectiveness and advance recommendations for the consideration of executive management.

Minimum Requirements

Qualification/ Experience and Training:

- Bachelor of Science Degree in Insurance and Claims Management/ Business Management or related discipline from an accredited academic institution.
- Having a financial background in ACCA is a definite asset.
- Training on OSH.
- Training in basic procurement principles.
- Training in Risk Management.
- Proficiency in Microsoft Office Suite.
- At least four (4) years working experience within an insurance/risk management environment with one (1) year supervisory experience.

Applications which include a cover letter and an updated resume, should be submitted no later than by **4.00 p.m. on January 15, 2025** and addressed to:

**Executive Human Resource Manager
Re: Port Administrative Officer III
Port Authority Administration Building
Dock Road, Port of Spain.**

OR

via E-mail as follows:

pattvacancies@patnt.com

E-mail subject line should read: Port Administrative Officer III

Late applications will not be accepted.

Please be advised that only those candidates who are shortlisted to undertake the recruitment and selection process for the position of Port Administrative Officer III, will be contacted by the PATT.