



CAREER OPPORTUNITY

The Human Resources Department is inviting applications from suitably qualified nationals to fill the contract position of:

Assistant, Facilities (TOBAGO)

JOB PURPOSE:

The incumbent is required to operate as a key support officer to the Manager, Facility Operations undertaking a range of administrative, technical and operational functions at the SporTT facilities. They will coordinate, monitor and report on maintenance work and other activities at the SporTT facilities.

MINIMUM EDUCATION QUALIFICATIONS AND EXPERIENCE:

- 5 CXC's including Mathematics & English Language, Craftsman Certificate and Three (3) years experience in a similar role.

OR

- National Technician Diploma in Civil Engineering or equivalent and Two(2) years relevant experience

Or any equivalent combination of qualification and experience

COMPETENCIES:

We are in search of a team-player who has integrity, is results-oriented, possesses strong analytical skills, and great flexibility. Skills in records management, modern office practices & procedures, customer service, and experience dealing with multiple stakeholders are necessary. Knowledge and experience in facilities management is welcomed.

If you think you possess the required competencies, kindly submit your application no later than **25th October, 2023**. Applications should be submitted via jobstt.com.

Unsuitable applications will not be acknowledged.