

CAREER OPPORTUNITY

Chief Executive Officer (CEO)

Position Summary

The CEO provides leadership, direction, and coordination of all activities of the company in accordance with the goals and objectives of the organisation to safeguard and grow the assets of the organisation for future development while providing sound returns to current owners.

Duties and Responsibilities

Strategic Leadership

- Oversight & Implementation of the Corporate Strategic Plan
- Management of all functional departments and ensuring alignment of department activities with strategic goals/ objectives
- Manage overall operations and resources of the organisation
- Provides strategic direction and guidance to all functional departments in the execution of activities
- Develop and execute actionable plans to achieve desired results
- Serve as an advisor to the Board of Directors, providing guidance/ recommendations on corporate goals
- Ensure compliance with all regulatory policies/procedures and investigations.
- Assess and minimise risks to the organisation
- Drives the organisations revenue and objectives
- Recommends the annual budget to the Board for approval and efficiently manages the organisations expenditure consistent with approved budgeted guidelines and delegation of authorities

Operational Management

- Approval and submission of all relevant reports to Ministries / Board of Directors as requested
- Presentation of reports/ policies to the Board of Directors and Strategic Stakeholders as required
- Formulates policies and planning recommendations to the Board
- Supports operations and administration of the Board by advising and informing the Board and its staff

People & Stakeholder Engagement

- Provide strategic guidance to the Board or Directors and Management team as required
- Regularly liaise with external contacts/ stakeholders to ensure policies, projects, reports are completed
- Oversight of human resource policies and overall wellbeing of all staff to ensure labour laws and regulations are effectively and prudently managed
- Provide companywide leadership
- Ensures the organisation charts, job descriptions and authority levels are well defined and resources are allocated efficiently
- Ensures that the organisation's vision and mission, programs and services are positively perceived by all stakeholders.

Governance & Reporting

- Create detailed reports and presentations on results and recommendations to the Board of Directors and/or Strategic Stakeholders as required
- Submission of all relevant documents to the Board of Directors, Ministries and External Stakeholders as required. (e.g. TTSEC, SEPMM, Companies Act, etc)
- Review and approve policies on an ad hoc basis

Key Relationships

The CEO works closely with:

- Executive Team
 - The role requires consistent communication with the Chairman / Board of Directors
- All Heads of Departments
 - Strategic oversight and management of all functional departments KPIs and goals
- All Staff
 - Strategic guidance and direction as needed
- International Partners (Based on sporting events, strategic partnerships)
 - International Sport Federations
 - Commonwealth Games Federation
 - Inter-American Development Bank
 - Serves as the Chair for the Local Organising Committees (LOCs) in the planning and hosting of sporting events
- External Consultants
 - Technical
- Primary/ Secondary Stakeholders
 - All NGBs under the purview of the organisation
 - Schools, Community Groups, NGOs, etc.

- Strategic Stakeholders (Based on reporting requirements and/or projects)
 - Ministry of Sport & Youth Affairs
 - Ministry of Education
 - Ministry of Finance
 - Ministry of Planning, Economic Affairs and Development
 - Ministry of Trade, Investment and Tourism
 - Tourism Trinidad Limited
- Representation of the organisation at global sporting conferences, business meetings

Accountability

- Line Ministry (Sport and Youth Affairs)
 - Report on the status/ achievement of corporate goals as specified in the Corporate Strategic Plan
 - Approve and submit of all relevant reports/ documents as required.
- Board of Directors
 - Report on the status/ achievement of corporate goals as specified in the Corporate Strategic Plan
 - Approve and submit all relevant reports/ documents to the Board of Directors/ as required.
- Ministry of Finance / Statutory Boards
 - Compliance with all regulatory policies, procedures and investigations
 - Adherence to relevant Acts / Bodies (e.g. TTSEC, SEPMM, Companies Act, etc.)

Supervisory Responsibilities

- Management team (all functional Departments)
- All Staff

Outputs

- Corporate Strategic Plan (every 5 years with review at mid-year)
- Annual Minimum Targeted Goal
- Annual Performance Appraisal Report for Line Ministry
- Annual Administrative Reports to Line Ministry
- Full Compliance with Financial Obligations and Reporting Requirements (annually/semi-annual/quarterly)
- Performance Management of all Heads of Department and Staff within the Office of the CEO (based on contract terms)

Qualifications & Experience

- University Degree and/or Post Graduate Degree
- Professional certificate / training in Business Management desired
- Professional certificate / training in Financial Management / Accounting desired
- Professional certificate/ training in Law

Or

- Any equivalent combination of experience and training
- Minimum of 10 years' experience in a senior managerial role

Or

- Demonstrated proficiency in transitioning strategy into results

Knowledge, Skills & Abilities

- Extensive leadership and time-management skills
- Extensive ability in applying strategic thinking and implementation
- Extensive communication skills required (Verbal and Writing)
- Extensive experience in problem-solving
- Extensive experience in making informed decisions.

Working Environment

- Frequent response to immediate, urgent, and unexpected requests from Executive / Management team
- Constantly changing work schedules based on timelines, research reports or dashboards
- Requires constant working outside hours to address ad hoc situations and/or requests from ministries, management team, stakeholders etc.
- Work requires daily use of computer or sitting for long hours.
- Work requires mobility in meeting schedules with consultants, stakeholders (Local, International travel required)
- Standing for long hours (Presentations, Meetings)
- Frequent speaking (Presentations, Meetings, etc)
- Work requires frequent site visits to facilities and/or sporting events where hazards may be present



Application Process

Applications should be submitted via email to:
executiverecruitment@sportt-tt.com or
delivered as a hard copy to the designated application box at the Lobby of
the National Aquatic Centre, off Couva Main Road, Balmain, Couva.
All applications must be addressed to the Chairman and Head, Human
Resources.

Email submissions must include the subject line:
Application for Chief Executive Officer (CEO)

The deadline for submission is **14 July 2026**. Applications received after the
stipulated deadline will not be considered under any circumstances.