



NATIONAL CARNIVAL COMMISSION OF TRINIDAD AND TOBAGO

CHIEF OPERATIONS OFFICER

JOB SUMMARY:

The incumbent is required to manage the day-to-day operations of the National Carnival Commission (NCC) of Trinidad and Tobago, ensuring that the efficacy and alignment with strategic goals; lead the NCC's operational functions.

REPORTING RELATIONSHIP:

Report to the Chief Executive Officer (CEO)

SUPERVISION GIVEN:

- Security Manager
- Operations and Technical Services Manager
- Properties and Infrastructure Manager
- Project Manager
- Procurement Manager
- Human Resource Manager

DUTIES AND RESPONSIBILITIES

- **Operational Leadership:**

The Chief Operations Officer (COO) will develop and implement operational strategies, policies, and procedures to drive productivity performance within the incumbent's remit.

- **Strategic Alignment:**

The COO will work with the CEO to translate the company's strategic vision into actionable plans for growth and performance management.

- **Change Management:**

The COO will build and lead high-performing teams, fostering a culture of collaboration and continuous improvement, implementing mechanisms for internal and external feedback.

- **Performance Management:**

COO will set benchmarks, monitor performance and develop strategies to enhance operational efficiency and achieve organisational objectives.

- **Resource Management:**

The COO will oversee budget allocation, resource allocation and financial planning to ensure maximum operational efficiency.

- **Reputation Management:**

The COO will ensure that NCC complies with relevant laws and regulations to proactively build a positive image.

- **Problem Solving:**

The COO will analyse operational issues, identify areas for improvement and develop solutions to enhance performance and efficiency.

KNOWLEDGE SKILLS AND ABILITIES:

- **Knowledge:**

In-depth knowledge in project finances, grant budgets, and compliance requirements.

Grant writing and proposal development experience.

In-depth knowledge of methodologies and leveraging technology to optimise processes.

In-depth knowledge of the NCC's strategic direction to effectively manage operations in alignment with that strategy.

In-depth knowledge in international development issues, change management, stakeholder engagement, policies, and practices.

- **Skills and Abilities:**

Ability to develop and execute innovative initiatives aligned to the NCC's strategic goals.

Ability to inspire, motivate, communicate and collaborate effectively with stakeholders (both internal and external).

Ability to lead through effective communication and change management.

Ability to design and implement national and international campaigns.

MINIMUM EXPERIENCE AND TRAINING

- A robust foundation to conceptualise, strategise, communicate, manage and evaluate programmes and projects for organisational change as evidenced by extensive experience and/or training in respective postgraduate qualifications.
- Adept abilities to conduct research for the public as well as the private sector(s) in the areas of development, organisational behaviour, public policy, educational research and numerous other areas as evidenced by training in a respective Bachelor's Degree.
- Experience in the application of the principles, policy and systems and methodology used in partnerships and grant funding.
- Any equivalent combination of training and experience.