

Regional Coordinator

Ministry of Rural Development and Local Government

Category: Environmental, Health & Safety

Location: Maraval

Employment Type: Full-time

Term: Temporary

Salary: Concealed

Closing Date: 21 April 2026

Job Description

The Regional Coordinator must ensure that the Maintenance Supervisors and Maintenance Workers in the Municipal Corporations, that they are assigned, carry out the tasks that they are given effectively and efficiently to warrant optimum productivity. Additionally, the Regional Coordinator is required to give an accurate account of the day to day operations of the Programme.

Key and Critical Responsibilities

- Liaises with the Maintenance Supervisors and Maintenance Workers and staff in the Municipal Corporations and the Ministry of Rural Development and Local Government.
- Ensures that all queries and concerns of the Maintenance Supervisors and Maintenance Workers are addressed and raise same with the relevant persons at the Municipal Corporation and the Ministry.
- Assists with the registration and onboarding process for the Maintenance Supervisors and Maintenance Workers.
- Dispatches the Maintenance Supervisors and Maintenance Workers to the assigned locations within the Municipality.
- Verifies and signs the time-sheets for the Maintenance Supervisors and Maintenance Workers.
- Utilizing the appropriate channels, implements any disciplinary actions that may be necessary.
- Verifies the tasks completed by the Maintenance Supervisors and Maintenance Workers.
- Ensures that the tasks are completed effectively and efficiently.
- Confirms payment of salary in favor of the Maintenance Supervisors and Maintenance Workers with the Human Resource Unit and the Accounting Unit in the Ministry.
- Ensures that good working relationships are maintained with all relevant personnel.
- Collects any relevant documents on behalf of the Maintenance Supervisors and Maintenance Workers.
- Collects cheques on behalf of the Maintenance Supervisors and Maintenance Workers.
- Provides weekly reports in relation to the productivity of the Programme.
- Ensures that the Project/Planning Unit has the fortnightly timesheets and the Return of Personnel, that are used for the payment of salaries in a timely manner.
- Dissemination of information to the Maintenance Supervisors and Maintenance Workers.

Key Competencies

- Five (5) CXC passes inclusive of English.

How to Apply

Applications must be submitted online through the EmployTT portal at <https://employtt.gov.tt>. Applicants must register or log in to apply for the position.