

Senior Operations Manager

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 Senior Operations Manager is responsible for the overall strategic planning, management, and execution of the NPUPS across all Municipal Corporations. The incumbent provides high-level leadership, ensures alignment with national objectives, and is accountable for programme performance, resource management, and stakeholder coordination.

Key and Critical Responsibilities

- Provides strategic oversight and direction for the implementation of NPUPS nationwide.
- Develops operational plans, policies, and standard operating procedures to guide programme execution in consultation with the Municipal Corporation.
- Oversees the work of Senior Regional Coordinators and ensures alignment with programme goals.
- Monitors overall programme performance, productivity, and impact across all regions.
- Coordinates with Municipal Corporations, Ministry divisions (DMCR, HR, Accounts, Planning), and other stakeholders to ensure seamless programme delivery.
- Ensures timely processing of payments through oversight of administrative and financial workflows.
- Reviews consolidated reports on operations, staffing, and outputs, and provides recommendations to senior leadership.
- Leads resource planning, including workforce allocation, equipment distribution.
- Identifies risks and implements mitigation strategies to ensure programme continuity.
- Ensures compliance with Government regulations, safety standards, and accountability frameworks.
- Provides regular briefings and status updates to Permanent Secretary, DMCR and other senior officials.
- Oversees programme evaluations and contributes to policy development and future programme design.
- Leads crisis response and troubleshooting for operational challenges across regions.

Key Competencies

- Certificate in Management, Public Administration, Project Management, or a related field (A Degree will be an asset).
- Five (5) CXC Passes.
- Minimum of five (5) to ten (10) years experience in operations management, programme management, or public sector administration.
- Demonstrated experience in managing large-scale, multi-site operations.
- Strong leadership, analytical, and decision-making skills.
- Experience working with Government systems and processes would be an asset.
- A combination of qualifications and experience will be considered.

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.