

# Senior Regional Coordinator

*Ministry of Rural Development and Local Government*

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**Category:** Environmental, Health & Safety

**Location:** Maraval

**Employment Type:** Full-time

**Term:** Temporary

**Salary:** Concealed

**Closing Date:** 21 April 2026

## Job Description

The Senior Regional Coordinator is responsible for overseeing multiple Regional Coordinators across assigned Municipal Corporations to ensure the effective and efficient execution of the National Programme for the Upkeep of Public Spaces (NPUPS). The incumbent provides operational oversight, ensures standardisation of processes, monitors performance, and supports coordination between the Ministry and field operations.

## Key and Critical Responsibilities

- Supervises and provides guidance to Regional Coordinators across assigned regions.
- Monitors and evaluates the performance and productivity of Regional Coordinators and their respective teams.
- Ensures consistency in the implementation of NPUPS policies, procedures, and operational standards.
- Acts as the primary liaison between Regional Coordinators, the Operations Manager and the Ministry.
- Reviews and validates reports submitted by Regional Coordinators, including weekly reports and operational updates.
- Oversees the timely submission and accuracy of timesheets, Return of Personnel (ROP), and other administrative documentation.
- Coordinates the deployment of human and material resources across regions to ensure optimal utilisation.
- Identifies operational challenges and bottlenecks and escalates same with recommendations for resolution.
- Supports onboarding, training, and continuous development of Regional Coordinators.
- Ensures adherence to occupational health and safety standards across all regions.
- Oversees disciplinary processes in collaboration with relevant authorities.
- Facilitates communication and dissemination of information between the Ministry and field personnel and the NPUPS Unit.
- Assists in programme audits, evaluations, and reporting requirements.

## **Key Competencies**

- Certificate in Management, Public Administration, or a related field (A Degree will be an asset).
- Five (5) CXC Passes.
- Minimum of two (2) to five (5) years experience in operations, field coordination, or programme supervision.
- Experience managing teams across multiple locations would be an asset.
- Proficiency in report writing and data analysis.
- 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.