



Vacancy Notice

We are a new company with site offices in the Big Creek, Belmopan and Orange Walk vicinities. Our company offers its employees exciting opportunities to modernize an industry by working with state of the art equipment in a motivating and engaging work environment.

The Company: We are seeking employees to join an organization that is looking to build a reputation for outstanding leadership and expertise in the Liquid Petroleum Gas (LPG) industry. We want persons who are actively involved and supportive in **National Gas Company** achieving its goals.

National Gas Company is looking for responsible, accountable and honest persons to build a company that takes great care of its customers and employees alike.

For full position requirements view job description below.

Interested applicants should submit a completed application (see end of document), a resume, copies of your degrees and training certificates and 2 reference letters by 5 pm on February 10, 2020 to info@nationalgas.bz

JOB DESCRIPTION

Innovative Energy Solutions

Job title	Security (Night)
Reports to	Control Room Operator
Job location	Big Creek

Job purpose

Your purpose is to keep the NGC facilities secure by diligently monitoring the CCTV system and documenting and dealing with anything that looks out of place in order to maintain a safe and successful operation.

Operating out of the Control Room, you are expected to understand and operate computers and the ability to follow standard operating procedures in responding to an incident.

You work closely with fellow security personnel. You report directly to the Control Room Operator.

Duties and responsibilities

1. Perform Control Room daily operations with high integrity and efficiency. These operations may include monitoring of plant parameters, truck/loading unloading, maintenance activity, truck GPS tracking and security cameras for the Terminal and Depots.
2. Monitor CCTV during the shift and report any unusual activity according to Standard Operating Procedures (SOP).
3. Respond promptly to the radio & phone checks, made by the staff and keep accurate records of all communication. Prepare Radio and Phone Checks Report.
4. Keep record of entry and exit on sites during the shift and keep record of any incidents. Report according to SOPs.
5. Answer all calls courteously, recording the concern/message and promptly redirecting the message to the relevant department.
6. Be professional, pleasant, friendly, courteous and helpful at all time while carrying out duties to the highest levels
7. Other duties as assigned.
8. Perform as part of the Emergency Management Team
 - a. Notify relevant entities e.g. Port of Big Creek and call in personnel where necessary
 - b. Coordinate use of resources – Local Fire Service, Village Chairperson etc.
 - c. Provide plant parameter data to EMT Leader and On-the-ground Commander
 - d. Record Incident Timeline
9. Perform as part of the Fire Response Unit

10. Other duties as assigned.

Qualifications

1. Minimum: High school
2. Experience in security operations and plant operations
3. Detail oriented and customer focused

Special Skills

1. Must be computer literate
2. Must be versed in Microsoft Office software
3. Must be well spoken and written communicator
4. Able to self-plan and deliver results
5. Demonstrates enthusiasm and an attitude to work well with others in teams
6. Excellent interpersonal skills
7. Knowledge of plant operations and emergency response procedures
8. Knowledge and experience in control room operations
9. Incident recording experience

Working conditions

Working conditions are normal for an outdoor environment. Work will require regular evening and weekend work, shift work, working outdoors, and working with challenging clients.

Physical requirements

Due to the physically demanding nature of your responsibilities, this post requires that you be able to pass a Personal Fitness Assessment (PFA). Your ability to run, jump, climb, lift, etc. will be tested. See the IES PFA document for details.

Direct reports

N/A

Approved by:	<i>Marvin Vanzie</i>
Date approved:	<i>29 January 2020</i>
Reviewed:	

Mailing Address:

 Unit 17, Northern Shops
 Mile 1 ½ Phillip Goldson Highway
 Belize City
 Belize, Central America

Email:

 Web: www.nationalgas.bz

EMPLOYEE APPLICATION FORM

APPLICANT INFORMATION									
Last Name		First		Middle					
Street Address					Date	(dd/mm/yy)			
City/Town			District			Country			
Phone			E-mail Address						
When can you start?			Social Security No.			Desired Salary	\$		
Position Applied for					Date of Birth	(dd/mm/yy)			
Are you a citizen/resident of Belize?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, do you have valid work permit for Belize?		YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						
Are you willing to work holidays and overtime hours?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Are you willing to work any shift?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Are you willing to travel or relocate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Do you have a preexisting medical condition?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						
Have you ever been convicted of a crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						
Do you have a valid police record?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Required for employment						
Do you have a valid driver license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Have you in the past or are you currently taking illegal or unprescribed drugs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>							
If you are not a citizen of Belize please state your nationality									
CONTACT INFORMATION									
<i>Please list two emergency contacts.</i>									
Full Name			Relationship			Phone			
Address									
Full Name			Relationship			Phone			

Address											
CURRENT/PREVIOUS EMPLOYMENT											
Employer								Phone			
Address						Supervisor					
Job Title					Starting Salary	\$			Ending Salary	\$	
Responsibilities											
From		To		Reason for Leaving							
May we contact your current/previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain				
Employer								Phone			
Address						Supervisor					
Job Title					Starting Salary	\$			Ending Salary	\$	
Responsibilities											
From		To		Reason for Leaving							
May we contact your current/previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain				
PROFESSIONAL REFERENCES											
<i>Please list two references.</i>											
Full Name						Employment Relationship					
Address								Phone			
Full Name						Employment Relationship					
Address								Phone			
PLEASE STATE BELOW REASONS WHY YOU WOULD LIKE TO WORK WITH NATIONAL GAS COMPANY LTD.											

EDUCATION, SKILLS & EXPERIENCE					
Institution:			Address:		
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Major:			Qualification:		
Institution:			Address:		
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Major:			Qualification:		
Institution:			Address:		
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Major:			Qualification:		
<p><i>Skills & Experience</i></p> <p>Describe which languages(s) and how fluent of a speaker you consider yourself to be for each.</p> <p>_____</p> <p>_____</p> <p>Are you computer literate? YES <input type="checkbox"/> or NO <input type="checkbox"/> If yes, please list programs.</p> <p>_____</p> <p>_____</p> <p>Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us? YES <input type="checkbox"/> or NO <input type="checkbox"/></p> <p>If yes, please explain below.</p>					
SIGNATURE OF APPLICANT:					
FOR OFFICE USE ONLY					
Hire Location			Job Title		
Rate			Starting Date	(dd/mm/yy)	
Supervisor			Temporary <input type="checkbox"/>	(dd/mm/yy)	
			Part-time <input type="checkbox"/>	Date	
			Permanent <input type="checkbox"/>		
Comments					