



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

<b>JOB TITLE:</b>	<b>Assistant Director</b>
<b>DEPARTMENT:</b>	<b>Contracts and Corporate Performance Management Department [CCPMD]</b>
<b>MINISTRY:</b>	<b>Office of the Deputy Governor</b>
<b>LOCATION:</b>	<b>The job is based in Grand Turk but at the discretion of Turks and Caicos Islands Public Service may be relocated to another part of Turks and Caicos Islands</b>

The post holder provides guidance on the application of the Public Procurement Act [PPA] and on related procurement and project management matters to Ministries, Departments, Statutory Bodies and other Public Bodies to allow for effective business and business decisions. The Assistant Director will also provide assistance and support to Ministries, Departments, Statutory Bodies and other Public Bodies in delivering TCIG services, programmes and projects, as well as administrative and technical support to the Director of Contracts and Secretary to the TCIG Procurement Board to ensure the effective functioning of the Procurement Board.

### **GENERAL RESPONSIBILITIES:**

- Assist with the development of work plans for staff.
- Assist with the supervision and assignment of work to staff.
- Prepare and submit documents to National Audit Office for the annual audit and any other special audits.
- Assist with budget forecast and preparation.

### **CONTRACTS AND PROJECT MANAGEMENT**

- Assist with the preparation of waiver reports, as required by section 21 of the Public Procurement Act.
- Oversee the preparation and publication of procurement plans.
- Oversee the preparation and publication of contract award notices.
- Assist with the maintenance of approved lists of suppliers for the TCIG.
- Administer appropriate monitoring, evaluation and reporting mechanisms on the progress of all active contracts.
- Prepare and review Contract Award Notifications and other Cabinet Papers.





# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

- Prepare draft annual report for onward submission to the Deputy Governor on the performance of all contracts.
- Provide advice to Ministries, Departments, Statutory Bodies and other Public Bodies with reference to, but not limited to, processes to be followed during the various stages of projects, according to the provisions of the Public Procurement Act.
- Ensure the maintenance of the website with reference to Procurement Notices.
- Provide training to Ministries, Departments, Statutory Bodies and other Public Bodies, Commissions, Boards or Authorities, Tenderers, Contractors and other Suppliers.

## **PROCUREMENT BOARD**

- Provide administrative and technical support in respect of the effective functioning of the Procurement Board, according to the Public Procurement Act.
- Act as Secretary to the Procurement Board, as necessary.
- Act as Chairperson of Evaluation Panels, as necessary.
- Prepare and review evaluation reports for submission to the Procurement Board.
- Prepare, review and issue Invitation to Tender documents.
- Administer Pre-Tender Meetings.
- Manage the process for queries, clarification requests and requests for extensions pertaining to published Invitations to Tender.
- Manage bid validities
- Oversee the release of approved contract documents.
- Ensure that tenderers are notified in respect of the award of contracts.
- Assist with the debriefing of tenderers, where necessary

## **OTHER**

- Adhere to all Public Service codes, rules and regulations
- Other related tasks, as assigned by the Director of Contracts

## **QUALIFICATIONS & EXPERIENCE:**

### **Qualifications:**

- Essential: A Degree in Procurement or Project Management or Business Administration or related field.
- Desirable: A Master's Degree in Procurement or Project Management or Business Administration, or related field. Diploma in CIPS or other similar professional certification in procurement or project management.

### **Experience:**

- The position requires five (5) to seven (7) years on the job experience to be able to respond effectively to the challenges of the job





# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

**SALARY: Grade 9.1 - \$75,363.00 per annum**

## **APPLICATION PROCEDURE**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

**Current serving officers must apply through their Head of Department.  
Applications without supporting documents will not be processed.**

**We thank all applicants for their interest, however, only persons selected for an interview will be contacted.**

**APPLICATION DEADLINE: 20<sup>th</sup> JULY 2025**

