



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Assistant Director Protected Areas & Revenue Collection

DEPARTMENT: Department of Environment and Coastal Resources (DECR)

MINISTRY: Ministry of Tourism, Environment, Agriculture, Fisheries, Heritage, Religious Affairs & The Environment

LOCATION: Providenciales

JOB SUMMARY:

This is a senior management position with nationwide responsibility to oversee the enforcement, infrastructure, and licensing functions within the Department of Environment and Coastal Resources (DECR). The post holder will lead the enforcement of environmental and coastal legislation, supervise compliance by beach vendors and ecotourism operators, oversee the processing of licenses for activities within national parks, and ensure the proper collection of revenue in accordance with the law.

The position will manage both office and field-based staff, and will direct and execute the enforcement of relevant laws, including liaising with ecotourism and watersports operators; and supervise the maintenance and installation of infrastructure such as dive and snorkel moorings, swim zone markers, interpretative features, access lanes and trails, and other supporting infrastructure, and coordinate joint enforcement operations with partner agencies across the Turks and Caicos Islands

KEY DUTIES AND RESPONSIBILITIES:

Enforcement Oversight:

1. Lead and coordinate all enforcement activities under DECR's legislative authority.
2. Supervise beach patrol officers and ensure compliance with coastal and environmental regulations, including those governing beach vending and water-based tourism activities.
3. Lead on the development and/or updating of protocols, policies, standards, and codes of practice for enforcement staff.
4. Develop the Enforcement Unit's capacity towards enforcement of all environmental laws, including the National Parks, Beach and Coastal and other relevant legislation.
5. Conduct regular field inspections and respond to violations effectively.
6. Liaise with international conventions related to the Protected Areas, such as Ramsar Convention, through appropriate venues to enforce all pertinent environmental, Beach and Coastal and protected area laws and regulations in TCI.
7. To oversee the case file preparation and court procedures of Conservation and Beach Patrol Officers.





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8. To lead on the case file preparation and court procedures of Oil Spill incidents.
9. To be on scene Commander in support of Oil Spill Response efforts.
10. Assist in conducting search and rescue operations and keeping records of vessel logs.
11. Liaise with the Turks and Caicos National Trust (TCNT) on Protected Areas which are under the management authority of TCNT (or potentially other non-government bodies) to ensure all management policies and protocols of the management authorities are congruent with DECR legislation and regulations, policies, and procedures.
12. Plan and execute joint operations with partner enforcement agencies such as the Maritime Department, Fisheries Department, Marine Police, and Immigration Department.

Licensing and Revenue Management:

13. Oversee the processing and issuance of licenses and permits for operations within National Parks and Protected Areas.
14. Ensure that all licensing procedures comply with national environmental laws and policies.
15. Monitor and enforce license terms and conditions.
16. Ensure the accurate collection, documentation, and reporting of revenue related to permits, licenses, and user fees in accordance with legal and financial procedures.
17. Collaborate with the Finance and Legal units to strengthen accountability and compliance in revenue collection.
18. To oversee mining activities and keep records of all extracted minerals with verification of royalty payments.

Infrastructure Development and Maintenance:

19. Manage the development, repair, and upgrading of infrastructure in Protected Areas and coastal zones, including:
 - a. Channel access markers
 - b. Swim zone and diver buoys
 - c. Mooring systems for dive and snorkel sites
 - d. Signage, interpretive displays, and public access trails
20. Coordinate procurement, contractor management, and budget planning for infrastructure projects.
21. Ensure that infrastructure installations adhere to environmental and safety standards.
22. Oversee the activities of the Parks Infrastructure team, Licencing Officers, Conservation Officers, and maintenance staff.
23. Manage the auxiliary facilities related to the Protected Areas under the remit of DECR, including the Cultural Markets, Beach Accesses, and Vending Zones.
Oversee the management, maintenance and effective use of All DECR vessels, enforcement and maintenance assets.

Stakeholder Engagement and Public Education:

24. Engage with ecotourism operators, beach vendors, and watersports providers to foster compliance and promote sustainable use of resources.
25. Participate in public awareness and environmental education campaigns related to enforcement, licensing, and conservation.





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Leadership and Management:

26. Supervise and mentor field and administrative personnel involved in enforcement, infrastructure, and licensing.
27. Provide technical and strategic input to departmental policy, planning, and reporting.
28. Represent DECR in inter-agency meetings, stakeholder consultations, and regional initiatives.
29. To assist in capacity building for Conservation Officers and Junior Conservation Officers in the proper protocols for the preparation of case files.
30. Liaise with Environmental Outreach Coordination Unit in implementing public education and engagement on regulations and policies, appropriate use, and features and facilities of the Protected and Beach and Coastal Areas.
31. To report to the Director and Deputy Director and relevant officers on matters pertaining to conditions in the field.

QUALIFICATIONS AND EXPERIENCE:

- A minimum of eight (8) years of progressive experience in law enforcement or a related regulatory field.
- At least two (2) years in a senior or middle management role with demonstrated responsibility for the supervision of staff and operational oversight.
- Possession of a recognized certificate in Law Enforcement or a related regulatory discipline.
- Proven experience in managing enforcement operations, coordinating with multiple agencies, and ensuring compliance with regulatory frameworks.
- Experience in environmental protection, protected area operations, or marine/coastal resource enforcement will be considered a strong asset.
- Open-water diving certification, e.g. PADI will be an asset
- Boat Captain License / experience will be an asset
- Valid TCI driver's license (or ability to acquire one immediately upon appointment)

REMUNERATION PACKAGE:

SALARY – Grade 7 \$54,670.00 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. Shortlisted candidates must submit a Police Certificate/Record.

Applications should be addressed to the Office of the Human Resource Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.





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Applications without all 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:

