



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

**JOB TITLE:** Assistant District Commissioner  
**MINISTRY:** Home Affairs & Transportation  
**DEPARTMENT:** District Administration-South Caicos  
**LOCATION:** South Caicos,TCI

### **JOB SUMMARY:**

To support the District Commissioner in the central administration of the island, ensuring the effective delivery of Government services and the implementation of maintenance and beautification projects. The job holder assists in overseeing departmental functions, coordinating with community stakeholders, and ensuring adherence to rules and guidelines in the operational readiness of the island's administration.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Administrative Support: Assist the District Commissioner in the general oversight and day-to-day operations of the Office and functions of District Administration, including the planning and execution of all departmental events.
2. Service Monitoring: Work closely with the District Commissioner to oversee all administrative, development and operational issues/projects/programs on the island and ensure adherence to rules guidelines in the effective delivery of services across various Government Departments.
3. Project Coordination: Assist in the development and supervision of island development plans, beautification projects, and minor repairs to government infrastructure (roads, drains, buildings).
4. Meeting Facilitation: Organize and co-chair public meetings and record official proceedings (minutes and follow up on action items).
5. Complaints Management -Manage the intake of the Customer Complaints Management System and draft initial responses or resolutions for the District Commissioner's approval to improve service delivery standards
6. Financial Support: Assist in the preparation of annual budget estimates and monitor departmental expenditures to ensure they remain within allocated funds.
7. Disaster Management: Support the District Commissioner as a primary deputy in his/her role as Disaster Management Coordinator, and assist with shelter management and emergency response protocols and drills.





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8. Registry Functions: Assist the District Commissioner in the processing of births and deaths in accordance with the Registrar of Births and Deaths Ordinance.

9. Public Liaison: Manage

10. Staff Supervision and Training: Supervise and train junior staff member(s) to facilitate professional development effective service delivery. Provide direct supervision, guidance, and training to junior staff to ensure high standards of customer service.

11. Regulatory Support: Assist the District Commissioner in tasks related to the Liquor Licensing Authority.

12. Reporting: Prepare and submit monthly and quarterly progress reports detailing island activities and departmental performance for review by the District Commissioner.

13. Protocol: Perform protocol duties for visiting dignitaries and government officials as directed.

14. Adhere to all Public Service codes, rules and regulations.

15. Perform other related tasks assigned by immediate supervisor.

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

### **Qualifications:**

· A Bachelor's Degree in Public Administration/Business Administration/ related field or equivalent from a recognized institution.

### **Experience:**

- A minimum of Five (5) years working at a senior administrative role or in the equivalent field.
- At least three (3) years of experience in a supervisory or leadership capacity within a public service or large organizational setting.
- Proven experience in operational management, including project coordination and budget monitoring
- Proficiency in Microsoft Office Suite and experience with government financial/management information systems.





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- Experience in disaster management or emergency response planning OR RESPONSE is highly desirable.
- A valid driver's licence

**SALARY: Grade 7.1 - \$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.

**Current serving officers must apply through their Head of Department.**

**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".**

