



Candidate Information

Permanent Secretary Appointment

Turks & Caicos Islands Civil Service

The Turks and Caicos Islands Government (TCIG) exists to serve all those who live in and visit the islands.

His Majesty the King is Head of State. Her Excellency the Governor Dileeni Daniel-Selvaratnam is the Queen's representative. The Attorney General, the Commissioner of Police and the Chief Auditor report direct to the Governor.

The rest of the Public Service consists of a number of Ministries and publicly funded statutory bodies. The Ministries currently report to the Governor through the Deputy Governor, currently Her Excellency Anya Williams. Ministries will report direct to elected politicians.

There are 9 Ministries and TCIG accordingly wishes to appoint a new Permanent Secretary (PS) to lead various Ministries, subject to policy and political direction from Ministers.

The role of Permanent Secretary is a significant leadership appointment with wide-ranging responsibility for the effectiveness, efficiency and proper governance of the Ministry. Responsibilities will be wide-ranging, including the following:

- a. Work with the Premier and Ministers to develop policy and prioritise the Ministry's agenda, in order to ensure efficient and effective delivery;
- b. Give honest and if necessary unwelcome advice to Ministers;
- c. Ensure that the Ministry, including the Minister and all its employees, operate at all times and in all circumstances within the letter and spirit of TCI law, and within the

letter and spirit of TCI Government financial procedures, General Orders, and Codes of Conduct;

- d. Build a successful Ministry Board that can respond effectively and collaboratively to meeting the critical government priorities;
- e. As a senior leader, provide a clear vision and effective leadership for the organisation, creating a one-Ministry culture and an engaged workforce;
- f. Promulgate and oversee actions to improve the Ministry's capability in response to current and future challenges, including people development and succession planning;
- g. Build credible relationships with a wide range of internal and external stakeholders critical to delivering the Ministry's priorities, including other Government Ministries and other sectors;
- h. (Subject only to the need for person-related and commercial confidentiality) clearly, openly and transparently explain and account for the Ministry's actions and decisions, including via the media.
- i. As Accounting Officer, act to ensure that the Ministry has in place effective systems and processes of financial accounting, and ensure that its resources are used as efficiently and effectively as possible to deliver the Ministry's aims;
- j. Responsible and accountable for the Ministries Budget, and budgeting process
- k. Play an active and collaborative role as a member of the Permanent Secretaries' Board

Permanent Secretaries will need to be excellent leaders with the ability to discharge all the responsibilities summarised in the previous section of this document. This will require them to be able to:

- a. work in a political setting – supporting Ministers to achieve their objectives and uphold the Civil Service values in a fast-moving and contested environment;
- b. remain political neutral at all times and guard against and be successful from being influenced in any way by any and all political or other partisan pressure or opinion
- c. account and be responsible for allocated public sector finances and financial control systems to ensure propriety in government accounting and that delivery services give value for money and are safeguarded against waste of resources
- d. engage and influence key stakeholders at the highest level to deliver on the Government's agenda;
- e. be effective senior leaders who can define and clearly communicate the direction and priorities of the Ministry to all staff and internal and external stakeholders;

- f. inspire, motivate and engage staff through personal example, to set and uphold high standards of behaviour and integrity;
- g. lead the talent agenda at Ministry level to build current and future capabilities;
- h. participate and collaborate effectively with other members of the Permanent Secretaries Group and when required as a member of other working groups, committees and boards;
- i. work corporately as a member of the Permanent Secretaries Board;

The Successful applicant will accordingly need to show that they have, or have the ability to develop, the skills and qualities summarised below.

- a. Strong, self-confident, inspiring, empowering and encouraging leadership
- b. Energetic and action oriented – gets things done
- c. Unquestioned personal integrity – with the courage to stand up for what is right, regardless of external pressure. Must show a strong moral compass.
- d. Culturally sensitive and flexible – knows how to get things done in the particular context of Turks and Caicos Islands
- e. Entirely free of bias in favour of, or against, any of the ethnic or other groups who live and/or work and/or visit TCI
- f. Demands and maintains the highest standards of performance, efficiency and behaviour of themselves and others
- g. Robust and able to defend a position in debate and maintain that position when under pressure or influence
- h. Ability to manage poor performing staff without fear or favour
- i. Creative and strategic thinker: thinks and plans long-term
- j. Intellectually strong: able to think analytically and develop policy and solutions in a complex context
- k. Good persuasive communicator, both orally and in writing: able to maintain a 'presence' under pressure
- l. Effective manager of a diverse team within the public sector
- m. Successful manager of complex stakeholder relationships

The successful applicant will ideally be able to demonstrate that they have previous experience in some of the following fields.

- a. Demonstrable success in leading an organisation of relevant scale and complexity
- b. Experience of successful financial management
- c. Success in developing talent and building organisational capability
- d. Experience of, or exposure to, policy development in a government context
- e. Experience of, or exposure to, issues specifically relevant to the aims of the TCI Government
- f. Experience of, or exposure to budget development and associated financial requirements for running a Ministry
- g. Understanding of information systems and technology

It is expected that the applicant would hold a minimum of a Bachelors Degree in a relevant field and a minimum of 15 years' experience in a senior Management role.

The salary will be US\$146,792.00 p.a. In addition there is allowance of \$3000.00 p.a. Employee's National Insurance and National Health Insurance contributions (2.85 % and 3% respectively) will be deducted from the salary which will be paid monthly.

It is intended that the successful applicant will be subject to rigorous performance management and will be appointed for a fixed period on Contract for 3 years.

Successful applicants may subsequently be transferred to other Ministries at the discretion of H.E. the Governor after consulting the Deputy Governor, the post-holder and others.

The Appointment will be subject to TCIG's Public Service handbook and other standard terms and conditions of employment (excepting allowances, which have been included in the salary). Details are available from the Human Resource Management Directorate (HRMD).

The successful candidate will be barred from undertaking any political activity whatsoever, nor may they express any political views at any time during their period of appointment.

Post-holders will be expected to work mainly in Providenciales (PLS) but will be expected to visit Grand Turk (GDT) at least once a week. One return air fare (GDT-PLS-GDT or PLS-GDT-PLS) will therefore be provided for each week that post-holders are not on leave. Other tickets will be provided (inc. to the Family Islands) as necessary for business travel only.

Details of appointees' salaries and expenses may be entered on a public register and/or made available to the public in other ways.

How to Apply and Appointment Process

ELIGIBILITY

These appointments are open to TCI Belongers (Citizens) only, whether or not they currently live in TCI.

APPLICATIONS

To apply please complete the Application Form in typescript (Appendix 1 and available for download separately in Word format). The application form should be supported by a personal CV/resumé, giving career details, achievements and qualifications. Applicants should also provide details of two referees who may be contacted ahead of a short-listing decision, and supply a copy of the photo page of their current passport, and a current Police Certificate.

CLOSING DATE

Please note that the closing date for applications will be **midnight on Sunday March, 29th 2026**. Late applications will be considered only in exceptional circumstances and entirely at the discretion of the selection panel.

EQUAL OPPORTUNITIES

The Turks & Caicos Islands Civil Service is committed to equality of opportunity and diversity in employment.

A disability or health problem does not preclude full consideration for the job, as any reasonable adjustments to the role will be explored. This information may need to be shared with the recruitment panel in order for them to consider any such adjustments. Please inform us in your application what arrangements you might need in employment or in attending for interview.

SELECTION PROCESS

The selection process will be conducted by a panel initially chaired by TCIG Deputy Governor.

Appointments will be made on merit through a fair and open process.

Applications will be acknowledged upon receipt.

After the closing date, the Panel will meet to review applications. All applicants will then be informed by email of the outcome of their applications. The candidates who most closely match the requirement will be invited to make a presentation to the Interview Panel, and subsequent interview.

Following these interviews, the Panel will recommend the candidates who most closely match the required person specification (see previous section: "The Person").

The Selection Panel reserves the right to vary this selection process if required in order to make robust and fair appointments.

The Appointments will be made by H.E. the Governor.

COMPLAINTS

We aim to run a fair and open process. If you have any complaint about the way that you have been treated, or believe that the process has been unfair, please contact H.E. Anya Williams, Deputy Governor, in the first instance; but if you are not then satisfied please address your complaint to the Chair of the Public Services Commission.