



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## GOVERNMENT VACANCY

**JOB TITLE:** Chief Fire Officer

**MINISTRY:** Public Safety & Utilities

**DEPARTMENT:** Fire and Rescue

**LOCATION:** Providenciales but at the discretion of the Permanent Secretary he/she may be relocated to another part of the Turks and Caicos Islands.

### **JOB SUMMARY:**

This position is responsible for the overall leadership, strategic direction, and operational management of the Turks and Caicos Islands Fire and Rescue Services Department. The postholder ensures that all fire and rescue operations, fire prevention programmes, and emergency response systems meet national legal requirements and international best practices. The Chief Fire Officer is accountable for developing policies, systems, and processes to safeguard lives, property, and the environment across government, commercial, and residential sectors.

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

- 1. Strategic Leadership and Development:**  
Provide overall leadership and direction for the national Fire and Rescue Service, ensuring that operations, policies, and programmes align with Government priorities for public safety and disaster risk reduction.
- 2. Policy and Legislative Enforcement:**  
Enforce the Fire Prevention Act and the Fire Service Act, ensuring compliance with all legal and regulatory standards for commercial, industrial, and residential premises.
- 3. Fire Prevention and Risk Management:**  
Oversee the development and implementation of fire prevention strategies, inspection regimes, and public education campaigns aimed at reducing fire risk and improving community safety.
- 4. Building Plan Review and Compliance:**  
Inspect and review new building plans, renovations, and public event venues to ensure full compliance with fire safety codes, standards, and statutory requirements.
- 5. Compliance and Enforcement Action:**  
Initiate and supervise enforcement actions against non-compliant premises and individuals, ensuring consistent application of fire safety legislation.
- 6. Operational Command:**  
Exercise full operational command and control at all major fire, rescue, and hazardous materials incidents, coordinating resources to safeguard life, property, and the environment.





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7. **Strategic Partnerships and Coordination:**  
Collaborate closely with the Royal Turks and Caicos Islands Police Force, Department of Disaster Management and Emergencies (DDME), health services, and other agencies to ensure integrated emergency response and disaster preparedness.
8. **Procurement and Asset Management:**  
Lead the selection, procurement, and maintenance of all fire service vehicles, equipment, and protective gear. Oversee financing, insurance, licensing, maintenance contracts, and fuel management.
9. **Fire Stations and Infrastructure Development:**  
Ensure the establishment, maintenance, and expansion of fire service stations across all inhabited islands, in keeping with population growth and national infrastructure priorities.
10. **Training and Professional Development:**  
Design and manage continuous training programmes for all staff, including local and overseas courses. Oversee periodic testing, certification, and re-certification to maintain operational readiness and international standards of competence.
11. **Occupational Health, Safety, and Welfare:**  
Promote a safe working environment for all fire officers and ensure adherence to occupational health and safety regulations, including post-incident reviews and wellness programmes.
12. **Public Education and Community Engagement:**  
Lead public outreach, school programmes, and fire safety awareness campaigns to foster a culture of prevention, resilience, and community partnership.
13. **Financial and Resource Management:**  
Prepare, manage, and monitor the Department's annual budget, ensuring fiscal responsibility, cost-effectiveness, and alignment with national financial policies.
14. **Policy, Planning, and Performance Management:**  
Develop strategic plans, operational policies, and performance indicators for the Fire Service. Prepare reports, briefs, and recommendations for the Permanent Secretary and Minister.
15. **Representation and Liaison:**  
Represent the Turks and Caicos Islands Fire and Rescue Service at national, regional, and international forums, fostering cooperation and knowledge exchange with partner agencies.
16. **Continuous Improvement and Innovation:**  
Drive modernization initiatives to enhance service delivery through improved technology, updated policies, and best practice adoption.
17. **Human Resource Management:**  
Supervise and mentor staff, ensuring performance management systems are effectively applied and aligned with public service standards.
18. **Public Service Compliance:**  
Adhere to and promote all Public Service Codes, rules, and regulations, ensuring integrity, accountability, and transparency in all departmental operations.
19. **Other Duties:**  
Perform any other related duties as may be assigned by the Permanent Secretary or





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Minister to support the effective operation and advancement of the Fire and Rescue Service.

## MINIMUM QUALIFICATIONS & EXPERIENCE:

### Education and Certification

- Bachelor's Degree in Fire Science, Fire Administration, Emergency Management, or a related field.
- OSHA Certification at the Advanced Level (covering Construction Industry and Fire Protection).
- First Aid and CPR Certification (current and valid).
- Incident Command System (ICS) or equivalent emergency management certification would be an asset.

### Experience

- Minimum of twelve (12) years of progressively responsible experience in fire and rescue services, including at least eight (8) years at a managerial or command level.
- Proven record in fire prevention, emergency response, and interagency coordination.
- Demonstrated experience in policy development, budgeting, and staff leadership.

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

### **APPLICATION PROCEDURE**

Resumes with current contact information must be accompanied by a Covering Letter and National Turks & Caicos Islander Status Card (where applicable) or a photocopy of your passport photo page.

Two letters of reference will be required for all shortlisted candidates, together with copies of educational certificates. Any criminal record should be declared, and further checks will be carried out on shortlisted candidates. (A Police Certificate is required if available in Country of Applicant)

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

**Current TCI Government 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**







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**an interview will be contacted.**

**"TURKS AND CACIOS ISLANDERS NEED ONLY APPLY"**

