



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:	Civil Engineer
MINISTRY:	Physical Planning & Infrastructure Development
DEPARTMENT:	Public Works Programme Management
LOCATION:	This position is based in Grand Turk but may be relocated to Providenciales at the discretion of the Permanent Secretary

JOB SUMMARY:

The Civil Engineer is responsible for the design of all Government Civil works, across the islands, and is required to oversee and monitor their construction, and to conduct regular inspections to ensure quality assurance and quality controls procedures are maintained.

KEY DUTIES AND RESPONSIBILITIES:

1. Conducts planning, scheduling, budgeting and implementation of various civil Government projects.
2. Prepares designs for Government civil works projects.
3. Undertakes technical and feasibility studies including site investigations.
4. Estimates – Authenticate the estimates presented for Government civil works projects.
5. Prepares contract documents using the FIDIC contracts.
6. Tenders Documents – Compile specifications for projects and assist in the preparation and evaluation of tender documents for various Government civil works projects.
7. Oversees the entire project process from inception to completion to insure quality control, adherence to budget, and deadlines.
8. Liaises and coordinates activities with contractors, suppliers and consultants providing services to TCIG.
9. Resolves design and development problems.
10. Assists in carrying out land surveying.
11. Source and procure materials and specialised equipment for the various Government civil works contracts.
12. Prepare reports for the Director of Public Works Department
13. Implement and maintain quality control procedures, standards and Health and Safety requirements.
14. Adhere to all Public Service rules and regulations
15. Perform other related tasks as assigned.

QUALIFICATIONS AND EXPERIENCE:

- A minimum of a Bachelor's Degree in Civil Engineering/Structural Engineering/related field or equivalent.
- FIDIC Contract Management or similar.





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- Valid driver's license
- A professional qualification accredited by the Institute of Civil engineers (ICE) or similar accreted body.
- A Master's degree in Civil Engineering/Structural Engineering/related field would be an asset.

EXPERIENCE

- A minimum of Four to Five (4-5) years' experience in the civil engineering and construction field – i.e. civil or structural design projects, site management, quality control, tendering process and budgeting.
- At least Two (2) years' experience managing various civil projects from conception to completion.
- Experience in preparing and monitoring budgets for staff and various projects.

SALARY – Grade 9.1 \$75,363.00 per annum plus allowances

APPLICATION PROCEDURE:

For persons recruited from outside of the Turks and Islands, a Two (2) year contract extendable on mutual agreement to Three (3) years is offered. Other benefits, in addition to the stated allowances include an end-of-contract gratuity of 6% of salary; return passage, for family of up to two children up to the age of Eighteen (18) years as well as duty free concession on the shipment of personal effects imported within Six (6) months of appointment.

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 and a National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

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

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.”

