



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## **GOVERNMENT VACANCY**

**JOB TITLE:** CLERK OF WORKS

**MINISTRY:** PHYSICAL PLANNING AND INFRASTRUCTURE DEVELOPMENT

**DEPARTMENT:** PROJECT MANAGEMENT DIVISION

**LOCATION:** THIS POSITION IS BASED IN PROVIDENCIALES BUT AT THE DISCRETION OF TCIG MAY BE RELOCATED TO ANOTHER PART OF TCI. TRAVEL WITHIN TCI MAY BE REQUIRED.

### **JOB SUMMARY:**

The Clerk of Works is responsible for the day to day monitoring of Government architectural and civil works across the islands. He/She is required to oversee and monitor their construction, and to conduct daily inspections to ensure quality assurance and quality controls procedures are maintained.

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

1. Carry out daily inspections of construction works.
2. Liaising with contractors, suppliers and consultants.
3. Assisting in carrying out land surveying.
4. Preparing reports for the Senior Project Architect on the progress of the works.
5. Ensure quality control is maintained on site and that the contractor adheres to the contract documents and specifications.
6. Provide inspection of all materials, form of construction procedures and ensuring proper safety regulations are adhered to.
7. Adhere to all Public Service rules and regulations.
8. Perform other related tasks as assigned.





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## QUALIFICATIONS and EXPERIENCE:

### Qualifications:

A minimum of a Diploma in Architecture or Civil Engineering or related field is required. A Bachelor's degree in Construction Management with at least two (2) years on the job experience would be an asset.

### Experience:

- A minimum of Five (5) years experience in the architectural and construction field – i.e. architectural construction projects, site management, quality control.
- At least two (2) years experience in construction management.

### Compensation:

SALARY – Grade 6.1 \$45,992.00 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 supporting documents will not be processed**

**We thank all applicants for their interest, however, only persons selected for an interview will be contacted.**

