



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## **GOVERNMENT VACANCY**

**JOB TITLE:** Deputy Contract Performance Manager  
**MINISTRY:** Health and Human Services  
**DEPARTMENT:** Contract Management Unit  
**LOCATION:** Providenciales  
**JOB SUMMARY:**

The incumbent is required to assist with monitoring and coordinating the implementation of all obligations under the Public-Private Partnership (PPP) hospital project agreement and other Pay for Performance contracts entered into by the MOHHS. This post holder is also required to act in the absence of the Contract Manager as an Accounting Officer for expenses incurred under the project in accordance with delegations and for the Ministry. as well as function as the Secretariat for the Contract Performance Management Team (CPMT), Clinical Services Review Board (CSRB) and Asset Management Committees.

## **KEY DUTIES AND RESPONSIBILITIES:**

- (i) Assist the Contract Manager in monitoring and coordinating the implementation of all obligations under the hospital contract. This includes:
  - Developing a Gantt Chart identifying all activities and milestones that are deemed deliverables by Inter Health Canada (IHC) and the Turks and Caicos Islands Government (TCIG);
  - Monitoring the critical paths under the project and ensuring that all milestones are achieved within the specified timeframe;
  - Monitoring all costs associated with each activity to ensure alignment with budgetary allocations;
  - Contribute to the development of medical tourism to support the on-going investment in the TCI hospital Programme.
  - Assist with providing logistical support for any activities between IHC and TCIG; and
- (ii) Perform any role requested by the Contract Manager which may include assisting with:
  - Preparing, disseminating and receiving Monthly Reports, Change Requests, Statistical data, etc.
  - Collaborate with HRA and Monitor the hospitals as detailed in relevant and especially Sections 25 (Complaints) and 6 (Monitoring) of the Project/Contract Agreement;
  - In respect of non-clinical performance (soft facilities management services) monitoring the facilities including instituting inspections, investigations and issuing performance failures or unavailability of events and resultant deductions;
  - Perform similar roles and responsibilities as well as preparation of reports to the above relating to infrastructure maintenance, repairs and improvements





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- (iii) Where necessary, act as the Secretariat for the Contract Management Board (CMB).
- (iv) Assist in developing a methodology, in concert with the TCIG Representative for the preparation and delivery of the Value/Market testing exercise that is scheduled to take place every five (5) years beginning in 2014 or as required.
- (v) Ensure that all Contract Management Unit records are organized and archive as applicable
- (vii) Any other duties assigned

## **QUALIFICATIONS**

Bachelor's degree in Asset/Facility Management

Bachelor's degree in Accounting/Finance

## **EXPERIENCE:**

Minimum 2 years' experience in similar leadership role

Minimum 2 years' experience in facilities/asset management

Minimum 2 years' experience in accounting/finance

## **Desirables**

Master's degree in related field

Sound Computer Skills.

Sound Organizational Development Skills

Proactive, strong attention to details, able to effectively manage time and work independently

## **SALARY**

- **Grade 8.1: \$64,985.00 per annum**

For persons recruited outside of the Turks & Caicos Islands a two-year extendable contract is offered. Other benefits in addition to basic salary include a Housing Allowance, End-of contract gratuity of 6%, return passages for a family of up to two children under the age of 18 years, freight cost and duty exemption on personal effects imported within six months of the appointment.

## **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. 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 supporting documents will not be processed**





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

