



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

<b>JOB TITLE:</b>	<b>Deputy Director</b>
<b>DEPARTMENT:</b>	<b>Culture</b>
<b>MINISTRY:</b>	<b>Education, Youth, Sports, and Culture</b>
<b>LOCATION:</b>	<b>Grand Turk</b>

### **JOB SUMMARY:**

The Deputy Director of Culture provides leadership in the coordination and delivery of national cultural programmes, events, and heritage initiatives across the Turks and Caicos Islands.

The post holder supports the Director in ensuring the effective management of the Culture Department, with a focus on strengthening cultural identity, promoting the arts, and safeguarding the nation's cultural and heritage assets.

The role requires oversight of public cultural events, stakeholder engagement, media coordination, and administrative functions to ensure the efficient delivery of cultural services and initiatives. The Deputy Director also plays a key role in fostering collaboration with communities, cultural practitioners, and partner agencies to advance the cultural development of the Turks and Caicos Islands.

### **TASKS AND RESPONSIBILITIES:**

1. Provide high-level operational coordination and administrative support to the Director of Culture in executing departmental strategies, programmes, performance targets, and strategic priorities.
2. Oversee day-to-day administrative and operational functions, including scheduling, procurement, documentation, and management of service providers.
3. Support staff supervision and team coordination by monitoring workflows, facilitating communication, and contributing to performance management and workforce planning processes.
4. Assist in the preparation and monitoring of budgets, tracking expenditure, and supporting financial accountability in accordance with government regulations.
5. Support the identification and management of operational risks, including maintaining risk awareness and contributing to mitigation and contingency planning.
6. Monitor programme implementation and compile reports, data, and performance metrics to support evaluation, decision-making, and continuous improvement.
7. Contribute to the implementation and consistent application of policies, procedures, and service standards across departmental programmes and activities.





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8. Identify opportunities to improve systems, processes, and service delivery efficiency, supporting the introduction of effective operational tools and practices.
9. Maintain effective stakeholder engagement by coordinating partnerships, community outreach, and interdepartmental collaboration initiatives.
10. Support communications and public engagement activities, ensuring alignment with approved messaging, cultural protocols, and national priorities.
11. Assist in the coordination and oversight of heritage site activities, ensuring proper management, preservation support, and operational continuity.
12. Ensure compliance with Turks and Caicos Islands Civil Service regulations, financial policies, and administrative procedures through consistent monitoring and reporting.
13. Provide informed operational insights and recommendations to the Director to support strategic planning and decision-making.
14. Support quality assurance by monitoring programme delivery standards and promoting consistency and accountability across activities.
15. Contribute to knowledge management by maintaining accurate records, documentation, and institutional information to support continuity and reporting.
16. Provide operational continuity and leadership support as delegated, including acting responsibilities when formally assigned.
17. Perform other related duties as required in support of the Department's mandate.

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in Cultural Studies, Heritage Management, Anthropology, Sociology, History, Arts Administration, Education, or a related field (Master's degree preferred).
- Minimum of 5 years' relevant experience in cultural programme management, heritage preservation, project management, and event coordination, including at least 3-5 years in a supervisory or leadership role.
- Strong knowledge of cultural policy, heritage conservation practices, and community engagement.
- Proven leadership, team management, and stakeholder coordination skills.
- Excellent communication, media coordination, and organizational abilities.

**SALARY AND BENEFITS: \$64,985 per annum plus allowances**

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





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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.***

