



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: Deputy Director

MINISTRY: Physical Planning and Infrastructure Development

DEPARTMENT: Mechanical Division

LOCATION: Providenciales

JOB SUMMARY:

This is a managerial post which lends immediate support to the operations of the Director of Mechanical Services and the oversight of the Providenciales and Grand Turk Workshops and South Caicos Operations. Assists with the responsibility for overseeing the management and maintenance of the TCIG vehicle fleet. Aiding the Maintenance Division with the management and maintenance of the TCIG drainage pumps and generators in all islands. The job holder is also responsible for the staff inspection and verification of the road-worthiness of all TCIG vehicles and equipment.

KEY DUTIES AND RESPONSIBILITIES:

1. Manage division staff and control resources by providing direct supervision of the two Superintendents and the mechanic in South Caicos of the daily activities.
2. Prepare work Plans for the Superintendents for the daily management and operations of the Provo and Grand Turk workshops and South Caicos operations.
3. Provide advice to the Director of Mechanical services on the suitability of vehicles for specific purposes.
4. Ensure credible and thorough inspections of all TCIG vehicles in an efficient manner and in accordance with relevant rules and regulations and Vehicle Policy.
5. Assist the Road Safety Department with the inspection of private vehicles for their roadworthiness.
6. Assist the Director of Mechanical Services with the preparation of quarterly reports and management of the budget to ensure compliance with the financial rules and regulations.
7. Carry out annual valuations of the TCIG fleet





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8. Delegate tasks to the Mechanical Superintendents, Senior Mechanic/Technician, Mechanics, Mechanic Helpers and admin officer.
9. Manage and coordinate all activities associated with the insurance of the TCIG fleet
10. Manage all import activities associated with the TCIG fleet
11. Manage the TCIG vehicle fleet database to ensure accuracy
12. Collect and collate information from individuals regarding accidents to any TCIG vehicle.
13. Conduct training for staff as required
14. Adhere to all Public Service codes, rules and regulations
15. Perform other related tasks as assigned

MINIMUM QUALIFICATIONS & EXPERIENCE

Qualifications:

Essential: An Associate Degree in automotive technology or A1 – A8 Automotive Service Excellence Certification (ASE) or equivalent

Highly desirable: a bachelor's Degree in Management/related field or equivalent

Experience:

- 5 to 8 years of increasing level of experience in vehicle maintenance and repairs
- 2 to 3 years of management experience is required.
- 2 to 3 years of experience in purchasing and procurement is required.
- 2 to 3 years of experience in preparing departmental budget and expenditure reports.
- 1 to 3 years of experience in preparing and executing training simulation exercises.

SALARY: Grade 8.1 - \$64,985.00 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, 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.

