



GOVERNMENT VACANCY

JOB TITLE: Deputy Director - PWD

MINISTRY: Physical Planning & Infrastructure Development

DEPARTMENT: Public Works

LOCATION: Providenciales

JOB SUMMARY:

As the Deputy head of a department responsible for the development of Government infrastructure, the Deputy Director is expected to assist in providing the leadership necessary to ensure that development and maintenance works programmes reflect the realistic aspirations of Government and are implemented to time and budget. Moreover, the principle function of this post is commercial management of PWD, but a high degree of technical proficiency will be required to oversee the performance of the three technical divisions.

KEY DUTIES AND RESPONSIBILITIES:

1. With a nationwide responsibility for health and safety, drainage, irrigation, road construction, road worthiness assurance of vehicle, maintenance, water distribution and all infrastructure projects, the key task and responsibilities are:-
- 2.
3. Assist with the preparation and monitoring of departmental policies and procedures; draft Ministerial policy papers as directed, or where enhanced operational performance can be achieved through policy changes;
4. Assist the Ministry and Director, in the review of associated legislation and regulations
5. Assist with develop design standards and specifications for construction and maintenance works.
6. Assist with the Introduction and monitor quality control procedures for construction and maintenance works
7. Provide technical inputs on infrastructure standards and requirements; act as the Client's Engineer in the case of all design and build development projects





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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8. Adhere to the Procurement Ordinance as it relates to contract documentations and procurement procedures placing emphasis on time and cost savings
9. Ensure transparency and proper monitoring procedures are adhered to during all related tender evaluations
10. Assist the Director to oversee on a day to day basis, project and programme preparation and implementation.
11. Assist the Director to ensure annual updates of the asset inventory and condition database occur in all divisions
12. Assist the Director to ensure that staff training, development and evaluations occur in all divisions
13. Assist the Director to ensure consistent, timely and correct implementation of the Government's disciplinary procedures
14. Assist the Director to oversee disaster preparation and mobilization of resources in accordance with the Government's Disaster Management Plans
15. Assist the Director to create and update the department's short medium and long term plans to achieve the Ministry's strategic aims
16. Assist the Director to maintain links with other departments, particularly Education, Health and Civil Aviation, to ensure that the country's infrastructure assets are maintained to the highest affordable standard
17. Assist the Director with the supervise and review the work plans of all divisions to achieve the Department's aims and objectives
18. Assist the Director with to Establish internal staff meetings to facilitate the effective discharge of divisional responsibilities
19. Assist the Director to ensure that adequate and qualified personnel are recruited to execute the department's work programmes
20. Assist the Director to ensure that all targets and programmes are delivered to time and budget and recommend measures to remedy slippage at the earliest opportunity
21. Assist the Director to ensure that expenditure is within budget and commensurate with all financial regulations
22. Adhere to all Public Service codes, rules and regulations
23. Perform other related tasks as assigned.





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MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

- A Bachelor's Degree in Architecture and a minor in Construction Management or a related field
- In addition to the Degree, a background in Management, Revenue Collection, Financial Management, Business Administration, Customer Service management and Project Management are desirable.

Experience:

- The Position requires Eight (8) to Ten (10) years post graduate experience to acquire the necessary competencies to effectively respond to the challenges of the job. The experience should span
 - Human Resource Management
 - Public sector budgeting and budgetary controls
 - Infrastructure Maintenance
- The most appropriate industry experience for the job holder comprise of:
 - Construction
 - Project Management

SALARY:

- Grade 10.1 : \$87,398.00 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 supporting documents will not processed.**

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

