



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Deputy Director

DEPARTMENT: Strategic Policy and Planning Department
MINISTRY: Office of the Premier & Public Policy

LOCATION: Grand Turk

JOB SUMMARY:

This is a senior professional and technical position. This post has the responsibility of assisting in shaping and facilitating and implementing economic policies to promote sustainable economic and social development, providing project management supervision and monitoring and assessing impacts and has oversight responsibility for resource mobilization including coordination of donor programmes and assisting with overseeing the day to day operations of the Department.

KEY DUTIES AND RESPONSIBILITIES:

TASKS AND RESPONSIBILITIES:

- Revenue Forecasting and Economic Modelling
- Leads on expanding the department's research and publications capability in areas such as economic and revenue issues, taxation, globalization and internal and external factors that can affect the economy of the islands.
- Prepares cabinet documents.
- Coordinates and conducts training programs for staff of SPPD.
- Prepares and Monitors objective based work plan for subordinate team members.
- Adheres to all Public Service codes, rules and regulations.
- Appraise major development proposals and projects and participate in project implementation meeting and report on the same.
- Assist with developing the department's work plan in the area of post-project implementation evaluation and impact assessment.
- Assist the Director of SPPD in ensuring effective communication and working relationships with existing aid donors and ensure co-ordination of donor visits to the islands; Brief and assist visiting consultants.
- Participate in formulating and assessing Macroeconomic and Strategic Plans
- Assist with monitoring the administration of Development Budget for Ministries and Department Assigned.
- Assist the Director with Department's strategic objectives and compile Outputs and Performance Indicators for approval.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

- Oversee the day to day management of the Department; supervise staff by setting targets, assigning work, monitoring work and conduct, appraising performance and administering approved training and development programmes.
- Deputize for the Director in his/her absence or as assigned.
- Performs other related tasks that may be required from time to time to drive departmental objectives or special project initiatives.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

- A Bachelor's Degree in Economics.
- In possession of a Master's degree in Public Administration, Finance or Economics is desirable.

Experience:

- The position requires at least seven (8) years on the job experience within the last 10 years in providing strategic analysis, support and advice to senior management on Public policy and programme initiatives and macroeconomic initiatives.
- Minimum 7 years of experience providing economic advice and recommendations to government senior managers.
- In addition the position requires specialized training in:
 - Project and Policy Management
 - Operations Research
 - Financial Policy Formulation and Management
 - Macro-economic modeling
 - Development/ Strategic Planning

SALARY: Grade 9.1 \$75,363.00





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

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

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

