



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Director

MINISTRY: Physical Planning and Infrastructure Development

DEPARTMENT: Public Works Department

LOCATION: Providenciales

JOB SUMMARY:

PURPOSE OF JOB:

The Director of Public Works is the chief administrator responsible to provide the leadership necessary for, directing, and managing all activities and services within the Public Works Programme Management Department. This includes the construction, operation, maintenance, and improvement of public infrastructure and facilities such as roads, bridges, drainage systems, public buildings, and related utilities. The Director also provides overarching oversight of the government's vehicle fleet and equipment. The Director ensures that the department's work supports the community's safety, sustainability, and growth, throughout the islands, while adhering to all applicable laws, regulations, and policies. A high degree of technical proficiency will be required to oversee the performance of the three technical divisions.

TASKS AND RESPONSIBILITIES:

With a nationwide responsibility for health and safety, drainage, irrigation, road construction, road worthiness assurance of vehicle, maintenance, water distribution and all infrastructure project the key task and responsibilities are:

1. Leadership & Strategic Management

- Provide vision, leadership, and direction to all Public Works divisions and staff.
- Develop and implement strategic plans, goals, and policies to improve service delivery.
- Advise senior government officials on public works matters, infrastructure priorities, and budget needs.

2. Operations Management

- Oversee the planning, construction, maintenance, and repair of roads, sidewalks, drainage systems, public buildings, street lighting, and other municipal infrastructure.
- Coordinate stormwater management and flood mitigation activities.





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- Ensure compliance with safety, environmental, and building codes.

3. Budgeting & Financial Oversight

- Prepare and manage the annual department HR and operational budget, and capital improvement projects through the Development Funds.
- Monitor expenditures and ensure cost-effective use of resources.
- Seek and manage grants or external funding opportunities.

4. Human Resource Management

- Supervise, mentor, and evaluate department staff, fostering a culture of safety, professionalism, and accountability.
- Oversee recruitment, training, and professional development of personnel.

5. Policy & Stakeholder Engagement

- Recommend policies, ordinances, and regulations related to public works.
- Serve as liaison between the department, other government agencies, contractors, and the public.
- Respond to community concerns and provide information on public works projects.

6. Emergency & Contingency Response

- Direct departmental response to emergencies such as severe weather events, infrastructure failures, and natural disasters.
- Develop and maintain contingency and disaster recovery plans.

MINIMUM QUALIFICATIONS & EXPERIENCE

Qualifications:

- Master's Degree in Civil Engineering or a related field
- In addition to the Degree, a background in Management, Financial Management, Risk Mitigation, Business Administration, Customer Service management and Project Management are desirable.

Experience:

- The Position requires a minimum of (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 comprises of:





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- Construction
- Civil Engineering

SALARY: Grade 11.1 - \$101,355.00 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.

