



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: Director
DEPARTMENT: Maritime
MINISTRY: Ministry of Tourism

LOCATION: Providenciales

JOB SUMMARY:

The Director of the Maritime Department is a senior management post with primary responsibility for overseeing, regulating, and advancing all maritime affairs within the Turks and Caicos Islands (TCI). This includes the enforcement of maritime laws, strategic development of the sector, and coordination with local, regional, and international stakeholders. The Director will play a pivotal role on Blue Economy initiatives, facilitate yacht tourism, oversee implementation of maritime policy and legislation—including for small craft and environmental protection—and ensure TCI's maritime infrastructure meets international standards such as the IMO's Triple I Code.

KEY DUTIES AND RESPONSIBILITIES:

Strategic & Legislative Leadership

1. Develop and implement a national strategic plan for maritime affairs, aligned with TCI's sustainable development goals.
2. Conduct SWOT analyses to assess Departmental effectiveness and inform long-term planning.
3. Lead the review and drafting of maritime laws and regulations, with special focus on small craft (below 15 meters), safety, and vessel registration.
4. Provide expert policy advice to the Ministry, Cabinet, and relevant authorities through position papers and Cabinet submissions.
5. Prepare and implement the Department's Corporate and Operational Plans and annual budgets.

Regulatory Oversight & Compliance

6. Oversee the enforcement of maritime laws and coordinate the issuance of relevant permits and licenses.
7. Ensure compliance with international maritime standards and conventions, including IMO regulations and the III (Triple I) Code.
8. Coordinate TCI's representation on international maritime forums and with regional maritime administrations.

Environmental & Safety Responsibilities





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9. Develop, maintain, and implement the National Oil Spill Contingency Plan in coordination with relevant agencies.
10. Lead and coordinate response operations during marine pollution incidents, including oil spills.
11. Promote and ensure boater safety across TCI waters through public education, policy, and enforcement.
12. Coordinate marine spatial planning initiatives to balance maritime use with environmental protection.

Blue Economy & Sector Development

13. Play a pivotal role in developing and implementing Blue Economy strategies to enhance sustainable marine resource use.
14. Facilitate and enable the growth of yacht tourism through regulatory support, port infrastructure development, and private sector engagement.
15. Promote the expansion and modernization of the Turks and Caicos Islands Ship Registry (TCISR), ensuring alignment with international best practices.
16. Guide the development and implementation of a national policy and legislative framework for small craft, with emphasis on crafts below 15 meters.

Stakeholder Engagement & Capacity Building

17. Liaise with key stakeholders including the Port Authority, DECR, Fishermen Associations, shipping agents, and vessel owners/operators.
18. Chair or participate in national committees (e.g. Gap Analysis Steering Committee) relevant to maritime policy and development.
19. Organize regular staff meetings, capacity-building initiatives, and inter-agency coordination forums.
20. Promote public awareness of maritime laws, safety measures, and marine environmental protection.

Administrative & Reporting Duties

21. Prepare detailed reports on maritime activities, resource management, safety, and compliance for national and international audiences.
22. Develop funding proposals and engage donor or development partners to support Department initiatives.
23. Deliver speeches and presentations on behalf of the Ministry at relevant events and technical forums.
24. Adhere to all Public Service codes, rules, and ethical standards.
25. Perform other duties as assigned by the Ministry or relevant authority..





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MINIMUM QUALIFICATIONS & EXPERIENCE:

- **Education:**
 - At least a Bachelor's degree in a relevant field of study or equivalent
 - A Graduate degree in the relevant field or its equivalent.
 - A valid Driver's Licence, Boat/Captain's License and Diver Certification.
- **Experience:**
 - The position requires at least eight (8) years in the field, of which at least five (5) years are at senior managerial level.

SALARY: Grade 9.1 - \$75,363.00 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. Shortlisted candidates must submit a Police Certificate.

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.

