



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## **TURKS AND CAICOS ISLANDS GOVERNMENT** **VACANCY NOTICE**

**JOB TITLE:** Director  
**DEPARTMENT:** Motor Vehicles  
**MINISTRY:** Home Affairs & Transportation  
**LOCATION:** Providenciales

### **JOB SUMMARY:**

The Director has responsibility for the strategic leadership, administration, and modernization of the Department of Motor Vehicles (DMV) across the Turks and Caicos Islands. The post holder will oversee all licensing, vehicle registration, inspection, and road safety regulatory functions, ensuring efficient, transparent, and customer-focused service delivery.

The Director will lead the transformation of DMV operations through digital systems, strengthen regulatory compliance and enforcement, optimize revenue collection, and provide policy and legislative advice to the Ministry to support national transport and road safety objectives.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Provide strategic leadership and direction for the effective management and modernization of the Department of Motor Vehicles
- Develop and implement policies, strategies, and programmes relating to motor vehicle regulation, licensing, and road safety
- Advise the Permanent Secretary and Minister on policy matters, including legislative reform and amendments to the Road Traffic Ordinance
- Oversee all operational functions including driver licensing, vehicle registration, inspections, and certification services





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- Establish and enforce service delivery standards, operational procedures, and performance targets across all DMV locations
- Lead initiatives to reduce backlogs, improve turnaround times, and enhance customer service delivery
- Ensure that all revenues from driver licences, vehicle registrations, and related services are effectively collected, safeguarded, and accurately recorded
- Implement robust financial controls, audit mechanisms, and compliance systems to protect public revenue
- Lead the development and implementation of digital systems for licensing, registration, and records management
- Ensure the integrity, accuracy, and security of all departmental data and information systems
- Utilize data and performance metrics to inform decision-making, policy development, and operational improvements
- Prepare and submit monthly and quarterly reports on operations, revenue collection, and performance indicators to the Permanent Secretary
- Prepare and manage the Department's annual budget and ensure compliance with financial regulations
- Drive a high-performance culture through effective implementation of the Public Service Performance Management Framework, including staff appraisal, continuous development and targeted training
- Strengthen enforcement and compliance through coordination with the Royal Turks and Caicos Islands Police Force and other relevant agencies
- Liaise with Public and Private Sector on road safety, infrastructure, and regulatory matters
- Promote public awareness and education on road safety and regulatory requirements





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- Represent the Department at national, regional, and international meetings and forums
- Adhere to all Public Service codes, rules, and regulations
- Perform any other related duties as assigned

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree in Public Administration, Business Administration, Transport Management, Law, or a related field
- Desirable: A relevant postgraduate qualification (Master's Degree or equivalent)
- Minimum of ten (10) years' relevant experience, including at least five (5) years at a senior management 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".**

