



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Director of Strategy and Compliance

DEPARTMENT: Office of the Deputy Governor

MINISTRY: Office of the Deputy Governor

LOCATION: Providenciales

JOB SUMMARY:

The Strategy and Compliance Director provides high-level leadership and oversight of strategic compliance and transformation initiatives across the Public Service. This role is responsible for leading the development and implementation of the Public Service strategic plan, overseeing compliance with human resource policies and performance systems, and driving performance monitoring efforts. The Director uses data to inform decision-making and supports continuous improvement across ministries and departments. Additionally, the role plays a key part in leading and coordinating broad public service transformation initiatives to ensure alignment with government priorities and long-term goals.

TASKS AND RESPONSIBILITIES:

Strategy

1. Lead the implementation and monitoring of the Public Service Strategic Plans across ministries and departments, while supporting the Deputy Governor and Permanent Secretary in tracking progress on government transformation initiatives.
2. Guide the strategic use of HR data and analytics to inform decision-making and provide insights to senior leadership, ensuring data-driven reporting supports transparency, accountability, and strategic alignment.
3. Lead the Compliance Unit with a focus on strategic alignment, team effectiveness, and organizational excellence.
4. Provide strategic support to senior leadership through high-level assignments and serve as a trusted advisor in advancing the government's public service transformation agenda.
5. Recommend updates and improvements to HR and performance-related policies based on data insights, audit findings, and emerging best practices to enhance efficiency, compliance, and overall effectiveness across the Public Service.

Compliance

6. Provide oversight and strategic direction for performance management across the Public Service, ensuring systems support accountability, timely reporting, and continuous improvement across ministries and departments.
7. Promote organizational capability by supporting performance-based training initiatives and strengthening understanding of performance systems.





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8. Champion the use of performance insights to inform planning and enhance service delivery outcomes.
9. Oversee the rollout of a modern performance management framework aligned with Public Service laws, rules and standards.
10. Liaise with Human Resource and Learning and Development Directorates to ensure performance, compliance, and capacity-building initiatives are strategically aligned and effectively implemented.
11. Prepare and manage the Strategy and Compliance Unit's budget, ensuring efficient resource allocation.
12. Monitor and report on the Strategy and Compliance Unit's financial performance, ensuring adherence to budget guidelines and key performance indicators.
13. Carry out any other related tasks or transformation work as assigned by the Permanent Secretary or Head of the Public Service.

MINIMUM QUALIFICATIONS & EXPERIENCE:

QUALIFICATIONS and EXPERIENCE:

Essential: Bachelor's Degree in Human Resource Management, Strategic Planning, Business/Public Administration, or a related field.

Desirable: Master's Degree in Human Resource Management, Strategic Planning, Business/Public Administration, or a related field.

Plus: Professional certification such as PMP, SHRM-CP/SCP or CIPD Level 5/7.

SALARY: Grade - \$11.1 - \$101,355

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.

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.

