



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB REFERENCE NO:

JOB TITLE: Director of Waste Management Authority

DEPARTMENT: Environmental Health Department

MINISTRY: Health and Human Services

LOCATION: Providenciales

JOB SUMMARY:

To provide strategic leadership and oversight for the planning, regulation, and delivery of integrated solid waste management services across the Turks and Caicos Islands. The Director ensures waste operations are efficient, sustainable, and compliant with national and international standards, while promoting recycling, waste reduction, and environmental protection.

KEY DUTIES AND RESPONSIBILITIES:

1. Lead the implementation of the Government's Integrated Solid Waste Management Strategy.
2. Develop and implement policies, regulations, and operational frameworks to ensure the effective functioning of the Authority.
3. Provide strategic advice to the Board, Minister, and Permanent Secretary on waste management issues, infrastructure needs, and policy priorities.
4. Oversee the development of annual work plans, budgets, and performance reports.
5. Manage and monitor all waste management operations, including waste collection, transfer, recycling, treatment, and final disposal.
6. Ensure proper operation and maintenance of landfill sites and waste facilities in compliance with environmental and public health standards.
7. Oversee contract management for private sector service providers and ensure compliance with service-level agreements.
8. Promote waste minimization, recycling, and public education initiatives to support sustainable waste management practices.
9. Prepare and manage the Authority's annual budget, ensuring efficient allocation and utilization of resources.
10. Oversee revenue collection mechanisms related to waste management fees and services.
11. Establish and maintain sound financial and administrative controls consistent with public sector standards.
12. Collaborate with government ministries, local authorities, NGOs, and private stakeholders on waste management and environmental initiatives.
13. Represent the Authority at regional and international forums, ensuring alignment with CARICOM, PAHO, and international waste management standards.





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14. Foster community partnerships to promote environmental awareness and behavioral change in waste handling.
15. Provide leadership and mentorship to staff, ensuring professional development and capacity building.
16. Develop and enforce policies on occupational health and safety within the Authority.
17. Promote a culture of accountability, transparency, and continuous improvement across all departments

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Master's degree in Environmental Management, Environmental Engineering, Public Administration, or a related field.

Experience

- At least 10 years of progressive experience in waste management, environmental health, or public infrastructure management, with at least 5 years in a senior managerial role.
- Proven experience in policy development, project management, and stakeholder coordination.
- Strong understanding of environmental laws, waste management technologies, and sustainability practices.

SALARY: Grade 9.1 - \$85,266.00 per annum plus allowances

For persons recruited outside of the Turks & Caicos Islands a two-year extendable contract is offered. Other benefits in addition to basic salary include a Housing Allowance, End-of contract gratuity of 6%, return passages for a family of up to two children under the age of 18 years, freight cost and duty exemption on personal effects imported within six months of the appointment.

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.

