



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE Director-Business Transformation

MINISTRY: Office of the Deputy Governor

DEPARTMENT: Business Transformation Unit

LOCATION: Providenciales

JOB SUMMARY:

The Director is responsible for driving transformation and improvement in the government's performance and delivery of public services and projects to meet the multi-faceted needs of communities of Turks and Caicos. The transformation in the delivery of public services and projects will be effected through various change and improvement initiatives, including process improvements through digitalisation, culture change, and new ways of working and the professional development and growth of public officers, for faster and sustainable delivery.

The Director of Business Transformation will cultivate deep and collaborative relationships with the Ministries and agencies toward building a culture of transparency, accountability, and constructive challenge across the government.

TASKS AND RESPONSIBILITIES:

The Director must be a strategic thinker with meticulous attention to detail, skilled at managing staff, working well under pressure, and meeting deadlines. Must have excellent interpersonal and communication skills with the ability to multitask and adapt in a fast-paced environment. To ensure success, the Director should be innovative, organized, and self-motivated with a keen interest in driving the strategic direction and success of the government's business transformation initiative.

Core Functions:

- Initiate and cultivate deep relationships with Ministries, agencies, and key stakeholders in a manner that involves conversation, feedback, and interaction to promote faster and more sustainable delivery.
- Develop a project monitoring and evaluation framework and mechanism to facilitate robust tracking, monitoring, and reporting on the progress of government projects.
- Monitor and evaluate the performance and implementation of government projects by working with the project owners to identify emerging issues and collaborate in problem-solving and unblocking challenges and dependencies.
- Maintain oversight of projects and effect changes, in consultation with the project owners, to adjust where necessary due to performance or changing requirements.
- Communicate and influence across organisational contexts and drive long-term behavioral change in the public service.





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- Facilitate discussion with the Ministry of Finance/Treasury to ensure the budget required for the implementation of government's projects is formalised in the Annual Budget and monitor the financial approvals and adherence to government's policies.
- Ensure the implementing ministries and agencies have access to the best research, knowledge, evidence, tools, and adequate resources to innovate, improve and deliver on the project outcomes.
- Lead on the enhancement of the civil service's performance and resources through change management and new ways of working for better outcomes (staff performance, engagement, career pathways, and professional development, among others).
- Adhere to all Public Service codes, rules and regulations
- Perform other related tasks as assigned.

QUALIFICATIONS and EXPERIENCE:

Qualifications:

- Essential: A Bachelor's Degree in Business, Technology, Management, Project Management, or related field.
- Desirable: A Master's Degree in Business Administration or related field. A certification or professional designation in project or programme management.
- Plus: Certification in leadership, management, IT, and CIS from reputable institutions and organizations.

Experience:

- The position requires a minimum of eight (8) years overall job experience with at least five (5) years' experience in a project management, coding, information technology, computer/systems engineering, or change management role. Experience in the public sector is desirable.

SALARY:

- Grade 10.1 - \$87,398.00 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. Applications can be hand delivered, or sent by email to: recruitment@gov.tc.





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Hand delivered and fax applications must have clearly marked on the envelope the Job Title of position being applied for. On emailed applications the subject line must reference the Job Reference Number and the Job Title.

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.

