



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Facilities Manager

MINISTRY: Physical Planning & Infrastructure Development

DEPARTMENT: Estates Department

LOCATION: Providenciales but at the discretion of the TCI Public Service the position may be relocated to another part of TCI. The job holder will oversee the management of estates buildings and facilities, housing the Public Service across the Turks and Caicos Islands Government.

JOB SUMMARY:

The Ministry of Physical Planning and Infrastructure Development, specifically the Estates Management Department, is seeking a qualified and experienced Facilities Manager to oversee the management of the operations of estates buildings and facilities, housing the Public Service across the Turks and Caicos Islands Government (TCIG). The Facilities Manager's responsibilities would encompass a wide range of tasks aimed at ensuring that the physical environment is properly maintained at all times, safe, functional, and conducive to the needs of TCIG.

KEY DUTIES AND RESPONSIBILITIES:

Maintenance and Repair:

- Overseeing regular maintenance of building systems, including HVAC, plumbing, electrical, and structural components, grounds and equipment;
 - Coordinating and managing repair work to address any issues or breakdowns promptly, to ensure that the facilities meet government regulations, health and safety and security standards.
 - Compiling and maintaining a record of all maintenance complaints from Ministries/Departments, through to its rectification.
- Space Management:
- Efficiently allocating and managing space to meet the needs of the organization.
 - Planning and organizing office layouts and workspace arrangements relevant to the needs and requirements of the respective offices.





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- Overseeing office relocation and retrofitting in a time manner, and to ensure cost effectiveness and value for money.
- Maintaining a record of all office spaces. Project Management:
- Overseeing renovation, refurbishment, retrofitting to enhance the facility based on office needs.
- Managing large-scale estates related capital projects from planning through to completion.
- Maintaining a schedule for all projects through to completion.

Stakeholder Communication:

- Acting as a liaison between the facilities team and other departments, senior management, and external stakeholders.
- Gathering and addressing feedback from building occupants to improve facilities services. Health and Safety:
- Ensuring that the facility complies with health and safety regulations, building codes, and other legal requirements.
- Implementing safety protocols and procedures to protect occupants and visitors.

Vendor Management: (Where applicable)

- Initiation of procurement for works to be done to office spaces, that is the acquisition of quotations and completion of procurement decision forms.
- Coordinate with team in the selection of vendors/contractors for works to be executed.
- Coordinating and overseeing contractors and vendors, ensuring quality services.
- Negotiating contracts and managing service level agreements. Customer Service:
- Addressing employee and tenant needs and complaints within a timely manner to ensure the highest levels of customer satisfaction. Compliance and Documentation
- Maintain accurate records of all facilities management activities.
- Ensure compliance with all relevant regulations and standards.
- Prepare reports and documentation for senior management and regulatory bodies.





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MINIMUM QUALIFICATIONS & EXPERIENCE:

- An Associate's Degree in one of the preferred fields of study: Facilities Management, and (7) years of progressive experience.
- Engineering (Mechanical, Electrical, Civil), Business Administration, Architecture, or a related field.
- Or A Bachelor's Degree with at least five (5) years of progressive experience in facilities management, building maintenance, or a related field.

SALARY:

- Grade 7: \$54,670.00 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.

**Current serving officers must apply through their Head of Department.
Applications without supporting documents will not processed.**

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

