



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Principal Architect

MINISTRY: Physical Planning and Infrastructure Development

DEPARTMENT: Project Management Division

LOCATION: Providenciales

JOB SUMMARY:

PURPOSE OF JOB:

The Principal Architect is responsible for the design of all Government architectural works, across the islands, and is required to oversee, inspect and monitor project progress to ensure quality assurance and quality controls are maintained. Responsible for preparing capital budgets and to effectively manage same to ensure financial prudence. Provide managerial oversight and control of the Division staff and resources.

KEY DUTIES AND RESPONSIBILITIES:

1. Prepare budget for projects and for the Division.
2. Contribute to the strategic planning and structuring and direction of the Division.
3. Contribute to the strategic planning and structuring and direction of PWD.
4. Oversee the coordination of the infrastructure projects in the Capital Development Fund budget.
5. Provide support to the Permanent Secretary and attend Public Accounts Committee hearing, Appropriations Committee hearing and Budget Challenge meetings.
6. Provide guidance and assistance to Statutory Bodies on a technical basis in relation to infrastructure projects.
7. Provides assistance to the CCPMD in relation to infrastructure projects.
8. Conduct planning, scheduling, budgeting and implementation of various Government projects.
9. Designing – Prepare architectural designs for all government works and projects.
10. Estimates – Authenticate the estimates presented for all Government works and projects.
11. Tender Documents – Prepare and evaluate tender documents for various government projects in accordance with established procurement rules.
12. Oversee the entire project process from inception to completion to ensure quality control, adherence to budget, and deadlines.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

13. Liaise and coordinate activities with contractors, suppliers and consultants providing services to TCIG.
14. Supervise and coordinate Project Managers for Capital projects.
15. Engage in the sourcing and procuring of materials and specialised equipment for the various government contracts.
16. Prepare reports for the Director of Public Works Department
17. Implement and maintain quality control procedures and standards
18. Oversee and manage the daily operations of the Project Management Division.
19. Address division staff issues and assist with the recruitment of technical staff for the division.
20. Adhere to all Public Service rules and regulations
21. Other related tasks as assigned.

MINIMUM QUALIFICATIONS & EXPERIENCE

Qualifications:

Essential: a minimum of a Bachelors Degree in Architecture/Technology/related field or equivalent

Desirable: a Masters Degree in Architectural Design/Architectural Studies/related field or equivalent; a qualification in Construction Management would also be an asset.

Experience:

- A minimum of Eight (8) years experience in the architectural and construction field – i.e., architectural design projects, site management, quality control, tendering process and budgeting.
- At least three (3) years experience managing a design team for various projects from conception to completion.
- Experience in preparing and monitoring budgets for staff and various projects.

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, 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.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

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.

