



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Portfolio Manager

MINISTRY: Physical Planning and Infrastructure Development

LOCATION: The job is based in Providenciales but at the discretion of the TCI Public Service the position may be relocated to another part of TCI.

JOB SUMMARY:

The Ministry of Physical Planning and Infrastructure Development is seeking a qualified and experienced Portfolio Manager to oversee the planning, execution, monitoring and evaluation of various projects and programmes within the ministry. The Portfolio Manager will report to the Deputy Permanent Secretaries and work closely with the Project Management Office, the Technical Services Unit, the Planning Department, and other relevant stakeholders.

KEY DUTIES AND RESPONSIBILITIES:

- Develop and maintain a portfolio of projects and programmes that align with the ministry's strategic objectives, priorities, and budget.
- Provide guidance and direction to project and programme managers on project management methodologies, standards, tools, and best practices.
- Monitor and evaluate the performance, risks, issues, benefits, and dependencies of the portfolio, and provide regular reports and recommendations to senior management and other stakeholders.
- Ensure effective coordination, communication, and collaboration among project and programme teams, internal and external partners, contractors, consultants, and donors.
- Identify and manage portfolio-level risks and issues, and escalate them as appropriate.
- Facilitate portfolio-level reviews, audits, evaluations, and lessons learned sessions.





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- Support the development of project and programme proposals, business cases, feasibility studies, terms of reference, contracts, budgets, schedules, and other relevant documents.
- Manage portfolio-level resources, including human, financial, physical, and technical resources.
- Contribute to the development and implementation of policies, procedures, guidelines, and standards for project and programme management within the ministry.
- Provide coaching, mentoring, training, and capacity building to project and programme staff and other stakeholders.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- A bachelor's degree in engineering, architecture, urban planning, project management, or a related field from a recognized institution. A master's degree or a professional certification in project management (such as PMP or PRINCE2) is an asset.
- At least five years of proven experience in managing complex portfolios of projects and programmes in the public sector or a related field. Experience in the physical planning and infrastructure development sector is highly desirable.
- Strong knowledge of project management methodologies, standards, tools, and best practices. Familiarity with the Turks and Caicos Islands Government's Project Management Framework is an advantage.
- At least five years post degree experience in a related field
- Demonstrated experience in a similar 'quality driven' senior management role
- Demonstrated understanding of Public Sector governance with experience working with matters associated with Programme and Project Management.

SALARY: Grade 9 - \$75,363.00 per annum plus allowances

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





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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.

