



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE:	Project Architect
MINISTRY:	Physical Planning and Infrastructure Development
DEPARTMENT:	Public Works/Project Management Division
LOCATION:	Providenciales but at the discretion of TCIG may be relocated to another part of TCI. Travel within TCI will be required.

JOB SUMMARY:

PURPOSE OF JOB:

The Project Architect is responsible for the design of Government architectural works, across the islands, and is required to oversee and monitor their construction, and to conduct regular inspections to ensure quality assurance and quality controls procedures are maintained.

KEY DUTIES AND RESPONSIBILITIES:

1. Design – Prepare architectural designs for government works and projects.
2. Assist with the field measurements and taking scope for various government infrastructure projects.
3. Tender Documents –Prepare and evaluate tender documents for various government projects.
4. Oversee the entire project process from inception to completion to ensure quality control, adherence to budget, and deadlines.
5. Liaise and coordinate activities with contractors, suppliers and consultants providing services to TCIG.
6. Preparing reports for the Project management division, Public Works, Ministry of PPID, Director of Contracts, SPPD and other stake holders on the progress of the works.
7. Implement and maintain quality control procedures and standards
8. Adhere to all Public Service rules and regulations
9. Perform other related tasks as required.





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MINIMUM QUALIFICATIONS & EXPERIENCE

Qualifications:

Essential: a minimum of an Associate's Degree in Architecture/related field or equivalent

Desirable: a qualification in Construction Management.

Experience:

A minimum of Three (3) years' experience in the architectural and construction field – i.e. architectural design projects, site management, quality control, tendering process.

SALARY: Grade 7.1 - \$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 all supporting documents will not be processed.

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