



## GOVERNMENT VACANCY

**JOB TITLE:** PROJECT MANAGER

**MINISTRY:** PHYSICAL PLANNING AND INFRASTRUCTURE DEVELOPMENT

**DEPARTMENT:** PROJECT MANAGEMENT DEVISION

**LOCATION:** GRAND TURK and PROVIDENCIALES

### **JOB SUMMARY:**

The Project Manager is responsible for the successful initiation, planning and closure of Government architectural and civil works projects across the TCI with a focus on TCIG capital Projects program. He/She is required to assist each Ministry in preparing the necessary scope, ITT and all other documents needed for the tendering process. In addition, He/she is required to conduct daily inspections to ensure quality assurance, quality controls procedures and all tendering procedures, requirements and documents are produced, maintained and recorded.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Liaise with various ministries and departments to determine scope of various projects under the Capital budget.
2. Prepare Invitation To Tenders (ITTs) for capital projects.
3. Design – Prepare architectural designs for government infrastructure works.
4. Tender Documents – Assist in the preparation and evaluation of tender documents for various government projects.
5. Assist with the evaluation of tenders
6. Oversee the entire project process from inception to completion to ensure quality control, adherence to budget, and deadlines.
7. Carry out or ensure that daily site inspections and log sheets and records are prepared.
8. Liaise and coordinate activities with contractors, suppliers and consultants providing services to TCIG.
9. Prepare progress reports to be submitted to Principal Architect and other stakeholders.
10. Implement and maintain quality control procedures and standards for all infrastructure projects by inspecting testing of materials, and construction methods.
11. Adhere to all Public Service rules and regulations
12. Perform other related tasks as required.

### **QUALIFICATIONS AND EXPERIENCE:**

- Essential: A minimum of a Bachelor's degree in Project Management or Construction Management or related field or equivalent.





# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

- Desirable: A Master's Degree in Project Management or Construction Management or architecture
- A minimum of Five (5) years' experience in a Project Management position in the construction industry – i.e. architectural design projects, site management, quality control, tendering process, monitoring and evaluation of projects.

## **SALARY:**

- Grade 8.1 \$64,985.00 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 be processed.**

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

