



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: SENIOR PROJECT ARCHITECT

MINISTRY: MINISTRY OF PHYSICAL PLANNING & INFRASTRUCTURE DEVELOPMENT

DEPARTMENT: PUBLIC WORKS

LOCATION: PROVIDENCIALES

JOB SUMMARY:

The Senior 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. Estimates – Authenticate the estimates presented for Government works and 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. Assist in carrying out land surveying.
7. Source and procure materials and specialized equipment for the various government contracts.
8. Prepare reports for the Principal Architect
9. Implement and maintain quality control procedures and standards
10. Adhere to all Public Service rules and regulations
11. Perform other related tasks as required.

QUALIFICATIONS AND EXPERIENCE:

Qualifications:

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





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Desirable: a qualification in Construction Management.

Experience:

A minimum of Five (5) years experience in the architectural and construction field – i.e. architectural design projects, site management, quality control, tendering process.

Experience:

- Minimum 2+ years of drafting experience
- Must have experience preparing detailed drawings for build sequences and have working knowledge of building systems and assemblies.
- Civil 2011 Civil 3D or earlier

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.

