



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## GOVERNMENT VACANCY

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<b>JOB TITLE:</b>	<b>Director</b>
<b>DEPARTMENT:</b>	<b>Public Works Department</b>
<b>MINISTRY:</b>	<b>Physical Planning and Infrastructure Development</b>
<b>LOCATION:</b>	<b>Providenciales</b>

### JOB SUMMARY:

The Director of Public Works is the chief administrator of the Public Works Programme Management Department, responsible for providing the strategic leadership, direction, and management of all departmental activities and services. This encompasses the construction, operation, maintenance, and improvement of public infrastructure and facilities, including roads, bridges, drainage systems, public buildings, and related utilities, as well as overarching oversight of the government's vehicle fleet and equipment.

The Director ensures that the work of the Department actively supports the safety, sustainability, and growth of communities across the islands, in full compliance with all applicable laws, regulations, and government policies. The role demands a high degree of technical proficiency to effectively oversee the performance and output of the Department's their technical divisions.

### Key Tasks and Responsibilities:

The Director of Public Works holds nationwide responsibility across health and safety, drainage, irrigation, road construction, road worthiness, fleet management, maintenance, water distribution, and the full portfolio of infrastructure projects. The key tasks and responsibilities are as follows:

#### 1. Leadership & Strategic Management

- Provide clear vision, leadership, and direction across all Public Works divisions, instilling a culture of professionalism, accountability, and continuous improvement.
- Develop, implement, and review strategic plans, departmental goals, and operational policies to drive service delivery excellence across the islands.
- Advise the Permanent Secretary, Ministers, and senior government officials on all public works matters, infrastructure priorities, legislative developments, and budgetary requirements.
- Represent the Department at Cabinet meetings, Capital Board meetings, and regional or international bodies as required.





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## 2. Operations Management

- Oversee the planning, construction, maintenance, and repair of roads, sidewalks, bridges, drainage and irrigation systems, public buildings, street lighting, and associated infrastructure across all islands.
- Direct the management of stormwater systems, flood mitigation works, and water distribution infrastructure, ensuring operational resilience and compliance with relevant standards.
- Manage the government's vehicle fleet and equipment applying whole-life asset management principles, planned preventative maintenance schedules, and roadworthiness assurance in accordance with applicable regulations.
- Ensure all operational activities comply with health and safety policies, environmental regulations, and relevant planning and engineering codes.

## 3. Budgeting & Financial Oversight

- Prepare, manage, and monitor the Department's annual recurrent budget, encompassing HR and operational expenditure, and oversee capital improvement programmes financed through the Development Fund.
- Ensure expenditure remains within approved allocations and that resources are deployed in a cost-effective, transparent, and accountable manner consistent with legal, public finance management and public procurement requirements.
- Identify, pursue, and manage grants, development financing, and external funding opportunities from bilateral and multilateral partners (e.g. CDB, IDB, EU, UK FCDO).

## 4. Human Resource Management

- Provide effective line management, mentorship, and performance evaluation for senior divisional staff, fostering a working environment rooted in safety, integrity, and professional development.
- Oversee departmental workforce planning, recruitment, training, and succession planning to ensure the Department maintains the technical and operational capacity required to fulfil its mandate.

## 5. Policy & Stakeholder Engagement

- Recommend policies, legislative amendments, and technical standards relating to public works, infrastructure, and asset management.
- Serve as the principal liaison between the Department, other government ministries and agencies, statutory bodies, contractors, utilities providers, and the public.
- Engage proactively with communities across the islands to address concerns, communicate project progress, and maintain public confidence in the Department's work.

## 6. Emergency & Contingency Response

- Lead and coordinate the Department's operational response to emergencies including severe weather events, infrastructure failures, flooding, and natural disasters.
- Develop, maintain, and regularly test contingency, business continuity, and disaster recovery plans to ensure the Department can sustain critical services under emergency conditions.





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- Liaise with the Department of Disaster Management & Emergenices and other relevant agencies to ensure the Department's emergency capabilities are fully integrated into national response frameworks.

## 7. Governance, Compliance & Risk Management

- Ensure all departmental activities comply with applicable legislation, regulations, government financial instructions, and public finance management requirements, including procurement rules and standing orders.
- Maintain a live departmental risk register and implement proportionate risk mitigation measures across all operations, reporting material risks to the Permanent Secretary and Minister in a timely manner.
- Oversee the preparation, tendering, and management of contract documentation for works and services, ensuring all procurement activity is conducted with probity, transparency, and full compliance with public procurement frameworks.

## Key Tasks and Responsibilities:

- **Strategic Leadership:** Sets clear direction, inspires confidence, and drives organisational improvement across a complex public sector environment.
- **Technical Expertise:** Demonstrable expertise in civil engineering, infrastructure delivery, and asset management sufficient to oversee the Department's three technical divisions.
- **Stakeholder & Partnership Management:** Builds effective relationships with ministries, agencies, contractors, and the public. Communicates technical matters clearly to non-technical audiences.
- **Governance & Integrity:** Upholds the highest standards of public service ethics, transparency, and accountability.

## Qualifications and Experience:

**Desirable:** Master's Degree in Civil Engineering or a related field with a minimum of 8 years' relevant experience in a senior management role.

**Required:** Bachelor's Degree in Civil Engineering, Structural Engineering, or a related discipline with a minimum of 15 years' post qualification and relevant experience in a senior management role.

**SALARY:** Grade 11.1 - \$101,355.00 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 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.





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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.**

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