



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

Apply to: <https://careers.gov.tc/>

JOB TITLE:	Portfolio Manager
MINISTRY:	Physical Planning and Infrastructure Development
LOCATION:	Providenciales

JOB SUMMARY:

The Portfolio Manager provides strategic leadership and management oversight of the Ministry of Physical Planning and Infrastructure Development's portfolio of projects and programmes. The role is responsible for driving the planning, execution, monitoring, and evaluation of infrastructure initiatives to ensure alignment with national development priorities, ministerial objectives, and government investment frameworks.

Reporting to the Permanent Secretary and the Director of Public Works, the Portfolio Manager serves as the central coordination point between the Project Management Office, Planning Department, technical leads, and key internal and external stakeholders. The role ensures that the Ministry's infrastructure portfolio is delivered with consistency, accountability, and value for money — from project inception through to completion and post-completion evaluation.

KEY DUTIES AND RESPONSIBILITIES:

Portfolio Strategy & Capital Planning

- Provide senior leadership and strategic direction across the Ministry's portfolio of infrastructure projects and programmes, ensuring alignment with national development priorities and ministerial objectives.
- Lead the development and maintenance of a prioritised, funded, and deliverable portfolio pipeline that reflects the Ministry's strategic objectives and available resources
- Assist with the preparation and management of the Ministry's capital expenditure (capex) programme, including multi-year budget forecasting, spend tracking, and variance analysis.
- Ensure all projects and programmes are underpinned by robust business cases, approved funding, and sound financial management principles consistent with public sector requirements.
- Advise senior officials on investment decisions, funding priorities, and resource allocation across the portfolio.

Project Execution, Assurance & Risk Management

- Provide senior oversight of project and programme execution, holding project managers accountable for delivery against approved scope, schedule, budget, and quality benchmarks.
- Lead project assurance activities including gateway reviews, independent assessments, and stage-gate approvals to ensure projects remain on track and within approved parameters.
- Resolve complex project issues and escalated delivery challenges, providing decisive leadership to keep the portfolio on course.





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- Maintain strategic oversight of portfolio-level risks, issues, and dependencies, ensuring timely identification, escalation, and mitigation of threats to delivery.
- Ensure all projects and programmes comply with the Public Finance Management Act, the Public Procurement Act, the National Physical Development Policy, and other applicable public sector regulations, financial management frameworks, and donor requirements.
- Support internal and external audits, reviews, and compliance assessments as required.

Monitoring, Evaluation & Performance Reporting

- Define and maintain portfolio-level performance metrics, KPIs, and reporting frameworks to enable evidence-based decision making by senior officials.
- Monitor and evaluate the performance, progress, risks, issues, benefits, and dependencies of the portfolio on an ongoing basis.
- Prepare and present high-quality portfolio performance reports, executive briefings, and ministerial submissions to the Permanent Secretary, Director of Public Works, and relevant stakeholders as required.
- Lead post-project evaluations and lessons learned processes, embedding findings into future project planning and delivery practice across the Ministry.

Stakeholder Engagement, Partnership Management & Capability Development

- Act as the Ministry's senior point of contact for portfolio-related matters, fostering productive relationships with the Project Works Division, Technical Leads, Planning Department, and other key internal units.
- Engage and manage relationships with external partners including contractors, consultants, and other government ministries.
- Represent the Ministry at inter-agency forums, technical committees, and stakeholder engagements as required, projecting credibility and authority on portfolio and infrastructure matters.
- Provide mentorship, guidance, and professional development support to project and programme managers within the Ministry.
- Build organisational capacity in project management by promoting the adoption of best practices, tools, and continuous improvement across project teams
- Positively contribute to the development of a high-performing project delivery culture within the Ministry.

CORE RESPONSIBILITIES:

- **Strategic Leadership & Governance:** Sets clear direction across a complex infrastructure portfolio, drives continuous improvement in delivery, and upholds the highest standards of public service ethics, transparency, and accountability.
- **Portfolio, Programme & Financial Management:** Demonstrable expertise managing concurrent infrastructure projects across the full project lifecycle, including capital expenditure planning, budget forecasting, and investment appraisal.
- **Risk, Assurance & Performance Reporting:** Proactively identifies and manages portfolio-level risks, ensures compliance with applicable legislation and procurement frameworks, and delivers high-quality performance reports and executive briefings.
- **Stakeholder Engagement & People Leadership:** Builds effective relationships with ministries, funding





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agencies, contractors, and partners, while leading, mentoring, and developing project teams to foster a high-performance delivery culture.

QUALIFICATIONS AND EXPERIENCE:

Required: Bachelor's Degree in Project Management, Civil Engineering, Construction Management, or a related discipline with a minimum of 10 years' post-qualification experience in project or programme management, including at least 3 years in a senior role within the public sector.

Desirable: Master's Degree in Project Management, Infrastructure Development, or a related field with a minimum of 7 years' relevant experience in a senior project or programme management role within a public sector context.

Professional Certification: A recognised project or programme management certification (e.g. PMP, CAPM, PRINCE2 Practitioner, or equivalent) is required.

SALARY: Grade 9.4 - \$81,158.00 per annum plus applicable 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.

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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