

Office of the Premier,
Grand Turk,
Turks and Caicos Islands
Tel: (649) 946-2801, ext. 40925

RECOVERY TASK FORCE PROJECT OFFICER POST AVAILABLE

GRAND TURK, Turks and Caicos Islands; Monday, June 8th, 2009 - The Recovery Task Force (RTF) is seeking to recruit a professional and qualified local for the post of Recovery Task Force Project Officer for a period of six (6) months.

This person is to report to the Department of Economic Planning and Statistics, with their immediate manager being the Chairman/Deputy Chairperson of the Recovery Task Force.

The Project Officer is responsible for overseeing, and providing technical and operational support to the Recovery Task Force projects carried out by the Department of Economic Planning & Statistics. He/she will be assigned to recovery projects and will work with other TCIG officers and contractors in successfully executing assigned projects, and delivering project outputs in accordance with project plans and agreements.

Main Responsibilities/Duties

1. Project Management:

- Oversees the day-to-day operational and tactical aspects of assigned recovery projects;
- Prepares work plans and supervises project staff and contractors assigned to projects carried out directly by the Recovery Task Force;
- Liaises with other TCIG personnel directly involved with the assigned recovery projects;
- Prepares key project deliverables;
- Carries out project review and quality assurance procedures to ensure the successful execution of recovery projects;
- Prepares project status reports, analyses project results, and develops and implements recommendations for corrective action.

2. Project Administration:

- Monitors assigned recovery project budgets and highlights any variances;
- Investigates project budget variances and instigates appropriate corrective action;
- Supports the procurement process for assigned projects;
- Implements donor agencies' project administration rules and procedures, and ensures compliant project administration procedures for assigned recovery projects.

3. Communications:

- Attends project meetings;
- Prepares and makes presentations on matters relating to assigned projects to TCIG officials and other stakeholders.

4. Other:

- Evaluates the performance of contractors assigned to designated recovery projects;
- Performs other related duties that may be assigned.

Knowledge

- A working knowledge of project management techniques, systems and best practice;
- A working knowledge of the project management systems and procedures of all relevant donor agencies;
- A working knowledge of the laws, regulations and policies governing the administration and execution of TCIG recovery projects;
- A good understanding of the operations of the areas of TCIG in which recovery projects are being carried out.

Experience

- First degree in Social Science or Engineering;
- Graduate training in Project Management;
- Proficiency in use of project management software is essential;
- At least three (3) years' experience in participating in large-scale donor-funded projects;
- Post holder should possess skills and appropriate knowledge in:
 - Report writing and presentation;
 - Project writing and project cycle management skills;
 - Analytical skills;

Salary Range: \$6,500 - \$7,500 monthly

All submissions should be addressed to:

**Chairman of the Tender's Board
Ministry of Finance
Premier's office
Government Compound
Grand Turk Turks and Caicos Islands**

The closing date for the receipt of applications is Friday, 19th June, 2009, 12:00 noon
Turks and Caicos Island time.

Applications should be clearly marked: Application for Recovery Task Force Project Officer, TB REF: No. 09/007.

END