



Advertisement Date: 9<sup>th</sup> February 2024  
Closing Date: 29<sup>th</sup> February 2024



<b>JOB TITLE:</b>	Project Officer
<b>JOB LOCATION:</b>	Providenciales
<b>DEPARTMENT:</b>	Projects
<b>REPORTING MANAGER:</b>	The Project Manager
<b>EMPLOYMENT TYPE:</b>	Permanent
<b>COMPENSATION:</b>	Grade: 7.1 to 7.3

#### **JOB PURPOSE:**

As a Project Officer at the Turks and Caicos Islands Airports Authority, you will be entrusted with the pivotal responsibility of overseeing and executing project management duties within our dynamic airport environment. Your role will involve strategic planning, coordination, and execution of diverse projects crucial to enhancing and developing airport infrastructure.

#### **RESPONSIBILITIES**

- **Project Planning and Execution:** Lead and manage projects from initiation to completion, ensuring adherence to timelines, budget, and quality standards.
- **Coordination and Communication:** Collaborate with various stakeholders, including internal departments, external contractors, and regulatory bodies, ensuring smooth communication and alignment of project goals.
- **Risk Management:** Identify potential risks and develop mitigation strategies to ensure project success and compliance with safety regulations.
- **Budget Oversight:** Monitor project budgets, track expenditures, and ensure cost-effectiveness throughout project phases.
- **Reporting and Documentation:** Prepare comprehensive reports, documentation, and progress updates for management and stakeholders, maintaining accurate project records.
- **Project management and supervising and coordinating the work of contractors.**
- **Directing and planning essential central services** such as property security, maintenance, archiving, cleaning, waste disposal, and recycling.
- **Ensuring the building meets health and safety requirements.**
- **Planning the best allocation and utilization of space and resources for new buildings or re-organizing current premises.**
- **Responding appropriately to emergencies or urgent issues as they arise.**
- **Establish and promote a safe working environment and culture conducive to good and efficient working practices.**
- **Ensure that all the Authority's assets are properly maintained.**

**CORE COMPETENCIES:**

The successful candidate is expected to possess the following skills and expertise:

- Excellent written and oral communication skills
- Excellent interpersonal and conflict management
- Detail-oriented with a focus on delivering high-quality results.
- Strong leadership and team collaboration capabilities.
- Adaptable to changing priorities and capable of thriving in a fast-paced environment.
- Problem-solving mindset with the ability to make informed decisions.
- Ability to manage multiple projects concurrently and prioritize tasks efficiently.
- Knowledge of Contract Management and FIDIC Contracts
- Knowledge of public procurement processes
- Knowledge of Building Codes of the Turks and Caicos Islands

**QUALIFICATIONS:**

- (a) A Bachelor's or Master's Degree or equivalent in Project Management or Engineering from a recognized institution with at least three (3) years of appropriate management experience.
- (b) Proven experience in project management roles within the aviation industry or similar environments.

Preference will be given to degrees, certifications, and experience in building/construction-related and Property Management fields.

**Salary: \$55,000.00 to \$59,928.00 per annum**

**Salary Grade: 7.1 to 7.3**

**Interest persons must submit a cover letter, resume, two reference letters, certified copies of educational certificates, a Police Certificate, and a copy of the Passport photo page before:**

**February 23, 2024 to:**

Human Resources Manager  
Turks and Caicos Islands Airports Authority  
Providenciales International Airport  
Telephone# 649-941-8692, Fax# 9415996. Email: [hrrecruitment@tciairports.com](mailto:hrrecruitment@tciairports.com)