



PUBLIC PRIVATE PARTNERSHIP MONITORING UNIT (PPPMU)

UNIT DESCRIPTION GUIDE

About The Turks and Caicos Islands Airports Authority

The Turks and Caicos Islands Airports Authority (“TCIAA”) (established under The Airports Authority Ordinance, Ord.11 of 2005) is responsible for constructing, controlling, and managing airports, and providing and maintaining runways, taxiways, and terminals for the efficient operation of airports in the Turks and Caicos Islands. Its current portfolio consists of owning and operating six airports while providing air navigation services for the low-level airspace above the territory. Our mission is to provide world-class airport facilities and operations through high standards in safety, security, quality, efficiency, innovation, and customer service, recognising their importance to the overall socio-economic development and strategic growth of the Turks and Caicos Islands.

About The Howard Hamilton International Airport Redevelopment PPP Project

The Turks and Caicos Islands Government and the TCIAA have jointly determined that the Howard Hamilton International Airport, Providenciales (“HHIA”) be redeveloped with a 40 year service capacity outlook. This redevelopment entails the construction of a new terminal building, a new taxiway, enlarged airside and landside parking capacity, and improved operations and quality of service. It is intended that the redevelopment occur via a Public Private Partnership (“PPP”) where the preferred private partner (or consortium) will form a Concessionaire Company (“Concessionaire”), who will be responsible for the design, construction, operations, and financing costs of the airport over 30 years with mandatory expansion works in the interim.

The TCI is lauded as a premium and niche tourist destination, with traffic mainly composed of high-yield United States of America inbound tourists. The TCI also welcomes regularly scheduled flights from London, UK; Toronto, Canada; and the neighbouring Caribbean region and still has room to increase its touristic offerings and traffic origins. Tourism is the main driver for air traffic development in the jurisdiction. Air transportation into and throughout the territory is currently facilitated by six (6) airports all of which are nestled amongst complex, fragile, and protected ecosystems throughout the Islands. The Howard Hamilton International Airport currently serves the economy as the principal commercial port of entry into the country, thus making it the primary gateway into the TCI and the principal driver for economic development. Thus, the Howard Hamilton International Airport, formerly the Providenciales International Airport is a strategic asset of the Government of the Turks and Caicos Islands and a key instrument in the economic and social development of the Turks and Caicos Islands.

The airport redevelopment project is being proposed due to several reasons including capacity constraints, regulatory compliance, capacity building, and the need for expert airport operation knowledge to develop and maintain an operation capable of meeting the quality demands of the destination. Firstly, the existing airport is facing relevant capacity constraints, which can limit its ability to handle a growing number of passengers and flights. This can result in longer waiting times, delays, and overcrowding, which negatively impact the passenger experience and safety. Secondly, regulatory compliance is another key factor driving the need for the project. Airports are subject to a wide range of national and international regulations and standards, including safety, security, and environmental regulations. Failure to comply with these regulations can result in safety issues and reputational damage for a top-tier touristic destination. Thirdly, the airport development project is also driven by the need for capacity building and induced benefits on the

national airport network. This involves the training and development of local staff to improve their skills and knowledge, as well as the acquisition of new equipment and technology to improve airport operations. Finally, the introduction and transfer of expert airport operation knowledge for a period of time, is also a key factor driving the need for the airport redevelopment project. This is likely to involve collaboration with international players to bring in new designs, ideas, concepts and best practices in airport management and operation that can boost the financial performance of the infrastructure.

About The Public Private Partnership Monitoring Unit (PPPMU)

The Public Private Partnership Monitoring Unit (“PPPMU”) is a new department within the TCIAA, responsible for monitoring and ensuring the correct operation and management of the Howard Hamilton International Airport PPP Contract if and when executed. The functions of the department include but are not limited to:

- Defining clear roles and responsibilities for all parties involved, outlining decision-making authority and reporting structures;
- Establishing governance bodies like steering committees to oversee the partnership, determining their composition and meeting schedules;
- Developing effective communication channels between the TCIAA and the private operator to ensure transparency and collaboration;
- Formulate criteria for evaluating partnership performance, including metrics and KPIs;
- Achieving the highest level of revenue, return, value to the Turks and Caicos Islands Airports Authority;
- Ensure compliance with legal and regulatory requirements, with provisions for reviews;
- Establish a comprehensive risk management framework tailored specifically for the PPP environment;
- Develop a robust stakeholder engagement strategy framework to ensure all relevant parties are informed and involved in the project lifecycle.

The monitoring team’s functions will vary depending on the phase of the project (i.e. an initial transition and construction phase will require a more engineering-oriented approach, whereas a mid/long-term phase will be focused on operational compliance, etc.)

The desired collective capabilities of the team are as follows:

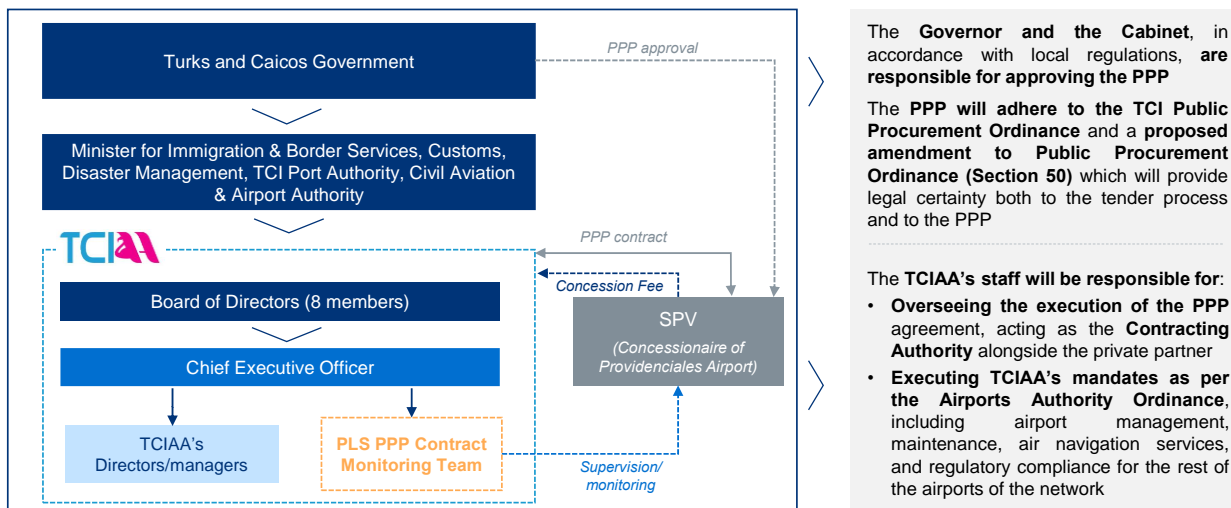
- Comprehensive understanding of PPP contracts and regulations;
- Expertise in contract management and oversight;
- Familiarity with legal frameworks related to PPP agreements;
- Knowledge of aviation industry regulations and standards, airport operations and safety systems;
- Advanced analytical skills to measure and predict project impacts;
- Ability to analyse financial data, budget management and performance metrics;
- Capability to develop and implement monitoring processes and procedures;
- Strong communication and negotiation skills;
- Experience in risk assessment and mitigation strategies;
- Proficiency in project management methodologies;

- Aptitude for stakeholder engagement and relationship management;
- Ability to manage and facilitate organisational and project changes;
- Capability to oversee integration of new technologies;
- Familiarity in sustainable practices and environmental regulations.

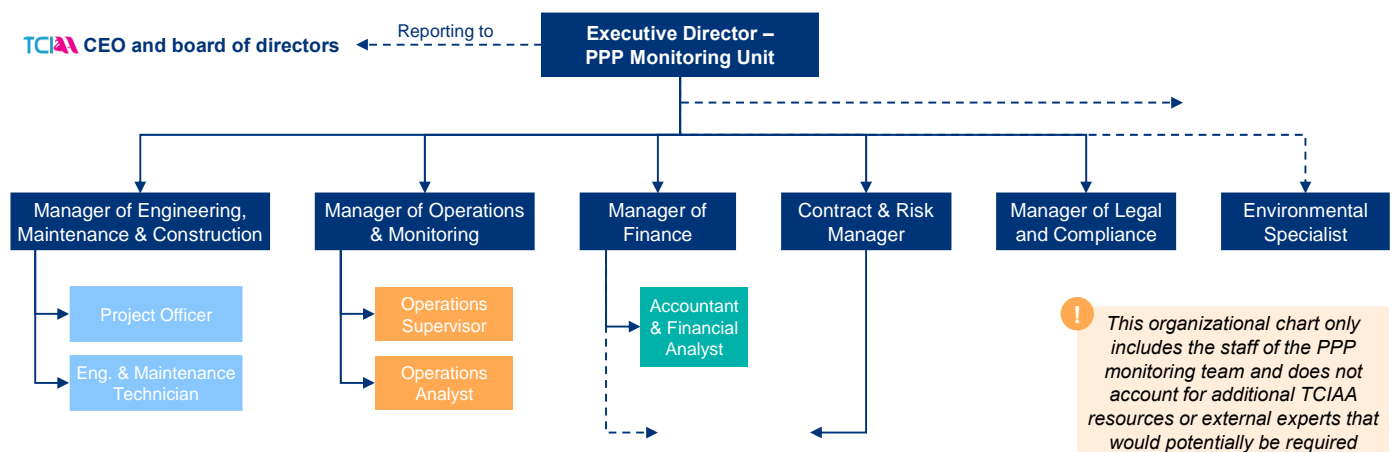
It is imperative that all members of the PPPMU once onboarded, immediately and thoroughly familiarise themselves with the terms of the Public-Private Partnership Concession Agreement proposed and entered into between the TCIAA and the Concessionaire. A thorough understanding of the Concession Agreement by every team member is crucial to the successful implementation of the project and for ensuring compliance with its provisions. It will facilitate effective collaboration between the PPPMU and the Concessionaire, ensuring the project’s timely and successful delivery.

During the first 24 months of the Unit’s existence, the PPPMU will be supported by an external consultant, tasked with assisting the Unit with identifying, developing, and successfully implementing the required policies, procedures, and tools for the unit’s success. The external consultant will also play a critical role in training and developing the Unit’s team members.

Future TCIAA’s governance model



PPP Monitoring Team Organizational Chart



UNIT JOB DESCRIPTIONS

The following positions and their descriptions are indicative and are subject to change during the recruitment process for each role.

Executive Director | PPP Monitoring Unit

Job Description

Reporting To:	CEO and Board of Directors
Department:	Public Private Partnership Monitoring Unit
Grade Level:	Executive 2

About the role

The Executive Director: PPPMU is tasked with the establishment of the PPP Monitoring Unit/PPPMU for the Turks and Caicos Islands Airports Authority. This challenging position requires both organisational skills and an ability to deal with a variety of stakeholders at a senior level and from a background of deep experience and a wide understanding of private financing in infrastructure projects and contract management.

Responsibilities and Key Deliverables

- Establish a fully functional PPP Monitoring Unit.
- Ensure effective management of all aspects of the PPP agreement, overseeing compliance with contractual obligations and regulatory standards.
- Set strategic and operational goals for the PPP Monitoring Team, define project scopes, and align with TCIAA's overall business strategy.
- Manage relationships with all stakeholders, including government entities, private partners, and regulatory bodies.
- Oversee all initiatives (strategic, operational, financial, organisational) that have a high impact in reaching the unit's goals.
- Evaluate the performance of PPP operations, identify improvement areas, and implement efficiency-enhancing changes.
- Monitor financial performance against the PPP agreement obligations for the Concessionaire.
- Perform all functions related to the executive management of the relationship with the Concessionaire to obtain the best possible financial outcome, guarantee operational safety and develop airport infrastructure to attend to customers needs.
- Design changes in organisational structure, and define the requirements, responsibilities and functions.
- Fulfill any, and all other duties and tasks to achieve the goals of the Authority or that might be legally instructed by a higher officer.

Competencies

- Strong experience in administration, public office, airport administration, aviation management, airport administration, or some other relevant field with proven executive management attributes.
- Ability to manage large-scale projects and teams.
- Strong knowledge of PPP or similar frameworks, including contract negotiation, administration, and compliance monitoring.
- Skilled in strategic planning and execution that aligns airport operations with PPP agreements.
- Strong financial and legal oversight, budget management, and risk assessment capabilities.
- Exceptional expertise in governance, law, finance, and PPP frameworks. The Executive Director must have strong strategic planning and execution skills, financial and legal oversight capabilities, and the ability to align airport operations with PPP agreements.
- Comprehensive understanding of contract negotiation, administration, and compliance monitoring, as well as advanced problem-solving abilities and organizational skills.
- Strong experience in administration, public office, airport administration, aviation management, airport administration, or some other relevant field with proven executive management attributes.
- Proven record in managing large-scale projects and teams.
- Strong knowledge of PPP or similar frameworks, including contract negotiation, administration, and compliance monitoring.
- Skilled in strategic planning and execution that aligns airport operations with PPP agreements.
- Strong financial and legal oversight, budget management, and risk assessment capabilities.
- Exceptional expertise in governance, law, finance, and PPP frameworks. The Executive Director must have strong strategic planning and execution skills, financial and legal oversight capabilities, and the ability to align airport operations with PPP agreements.
- Comprehensive understanding of contract negotiation, administration, and compliance monitoring, as well as advanced problem-solving abilities and organizational skills.

Education Requirements

- A master's degree or equivalent in a relevant field such as administration, law, public administration, airport administration, or aviation management.

Experience Requirements

- Proven executive management experience is essential, including a record of managing large-scale projects and teams.
- Strong knowledge and experience of PPP frameworks and significant experience in strategic planning, financial oversight, and legal compliance.

Benefits

- Company Vehicle / Transportation Allowance
- Accommodation Subsistence
- Mobile Phone and Plan
- TCIG Public Sector Employee Pension Scheme
- Private Medical and Life Insurance (Optional participation)
- Employee Savings Programme (Optional participation)
- Training and Certification Opportunities as determined required and/or appropriate by the CEO.

Manager of Engineering, Maintenance & Construction

| PPP Monitoring Unit

Job Description

Reporting To:	Executive Director, PPP Monitoring Unit
Department:	Public Private Partnership Monitoring Unit
Grade Level:	Executive 1

About the role

The Manager of Engineering, Maintenance, and Construction within the PPP Monitoring Unit engages in substantial interaction with various stakeholders, including the independent engineer, PPP partners, contractors, and internal teams. The role requires effective communication to ensure project deliverables meet specified standards and are completed on schedule. Building and maintaining strong relationships is crucial for overseeing compliance with environmental, safety, and quality standards. The Manager will be oversee a team comprised of and supported by an Engineering and Maintenance Technician and a Project Officer, primarily focused on construction stages, and who will develop the tasks in this area of the Concession.

Responsibilities and Key Deliverables

- Oversee in collaboration with the independent engineer, the planning and execution of all engineering, maintenance, and construction projects under the PPP agreement, ensuring they align with strategic goals and compliance requirements.
- A strong working knowledge of airport technologies, airport standards for runways and taxiway construction and maintenance;
- A strong working knowledge of waste management systems, high-capacity air condition systems, and alternative energy source(s) with a propensity for environmentally sustainable and green technologies;
- Ensure, in collaboration with the independent engineer, that all engineering and construction activities are carried out in compliance with environmental, safety, and quality standards, minimizing risks and liabilities.
- Collaborate with the PPP independent engineer, PPP partners and contractors to ensure project deliverables meet specified standards and are delivered on schedule.
- Review and audit the Concessionaire’s maintenance strategies to enhance the durability and performance of physical assets.
- Monitor asset and equipment maintenance and compliance to processes and standards along all services provided by private operator.

- Lead and mentor engineering and maintenance team, fostering a culture of continuous improvement and innovation.
- Fulfill any, and all other duties and tasks to achieve the goals of the Authority or that might be legally instructed by a higher officer.

Competencies

- Proven leadership, time management, critical thinking, and organisational skills.
- Strong knowledge in engineering, infrastructure maintenance, and construction management within the aviation industry.
- Proven knowledge of ICAO Annex 14 Aerodrome Design and Operations Course and local regulatory framework.
- Proven knowledge of engineering projects and maintenance activities.
- Proficient leadership abilities, capable of managing diverse teams and coordinating with multiple stakeholders.
- Proficient knowledge in the use of modern project management software such as Project Manager or others and the ability to guide the TCIAA's acquisition of the appropriate programme for the Unit's use.
- Database management skills.

Education Requirements

- A master's degree or equivalent in a relevant field such as project management, construction management, or other area.
- Project Management Professional (PMP) Certification or equivalent preferred.
- In the absence of certifications, the evidence of exceptionally strong performance will suffice.

Experience Requirements

- Strong experience (ideally > 10 years) in engineering, infrastructure maintenance, and construction management within the aviation industry.

Benefits

- Mobile Phone and Plan
- Transportation Allowance
- Private Medical and Life Insurance (Optional participation)

- Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined required and/or appropriate by the CEO.

Manager of Operations & Monitoring | PPP

Monitoring Unit

Job Description

Reporting To:	Executive Director, PPP Monitoring Unit
Department:	Public Private Partnership Monitoring Unit
Grade Level:	Grade 11

About the role

The Manager of Operations & Monitoring within the PPP Monitoring Unit is responsible for extensive interaction with both internal and external stakeholders. This includes gathering and managing information related to airport operations provided by the Concessionaire and reporting to senior management and the Board. The role requires advanced communication skills to ensure operational activities align with strategic objectives and to maintain effective working relationships with the Concessionaire and other relevant parties. The Manager will be supervise a team comprised of and supported by two members, who will assist in a variety of tasks and responsibilities essential to the monitoring of the Concessionaire’s activity.

Responsibilities and Key Deliverables

- Oversee day-to-day operations and ensure all activities align with the strategic objectives of the PPP agreement.
- Gather and manage all information related to airport operations provided by the Concessionaire.
- Actively monitor performance indicators to steer decision-making to ensure efficient airport operations and to provide quality service to customers.
- Regularly report to senior management and the Board on operational status, challenges, and progress.
- Perform periodical audits to the Concessionaire’s operations (measurements of the level of service and occasionally to double-check certain data provided by the Concessionaire).
- Ensure that all operational activities performed by the Concessionaire comply with legal and ethical standards, and respond proactively to any compliance issues that arise.
- Lead the operations monitoring team, providing training and development to ensure high performance.

The Manager of Operations and Monitoring will be supported by two dedicated team members who will assist in executing a variety of tasks and responsibilities essential to the monitoring of the Concessionaire’s activity.

Competencies

- Strong analytical skills, able to interpret complex data to drive decision-making and improve operational processes.
- Excellent leadership and team management skills.

Education Requirements

- A degree or equivalent in a relevant field such as airport management, airport operations, or similar field.

Experience Requirements

- Strong experience (ideally >5 years) with a strong focus on efficiency and performance optimization within PPPs.
- Expertise in developing and implementing monitoring systems to ensure compliance with operational standards and contractual obligations.
- Experience operating IT tools and communication systems.

Benefits

- Mobile Phone and Plan
- Transportation Allowance
- Private Medical and Life Insurance (Optional Participation)
- Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined required and/or appropriate by the CEO.

Manager of Finance | PPP Monitoring Unit

Job Description

Reporting To:	Executive Director, PPP Monitoring Unit
Department:	Public Private Partnership Monitoring Unit
Grade Level:	Grade 11

About the role

The Manager of Finance within the PPP Monitoring Unit plays a crucial role in the financial operations of the PPP Monitoring Unit, requiring extensive interaction with various stakeholders including governmental entities. The Finance Manager will oversee end-to-end finance operations, analysis, reconciliation, as well as the integration and improvement of procedures for the PPPMU. The Finance Manager will delegate work and responsibilities to an Accountant/Financial Analyst and a Contract Administrator, ensuring comprehensive oversight of the Concessionaire's financial operations.

Responsibilities and Key Deliverables

- Oversee financial operations related to the PPP agreement, ensuring compliance with financial regulations and contractual obligations.
- Perform financial analysis and lead the relationship with the main stakeholders and governmental entities, external audits, regulatory bodies, clients and key providers.
- Conduct detailed financial analyses to inform the board and strategic direction.
- Develop administrative processes and new control systems that improve the management and overseeing of all financial operations and metrics within the PPP framework.
- Establish control mechanisms and financial KPIs within the PPP framework (Business plan audit, revenue and expenses budgets, investments, etc.), to enhance financial efficiency and reduce risks.
- Lead financial reporting and auditing processes to maintain accuracy and integrity of financial data.

Competencies

- Deep understanding of regulations, audit, financial strategy and planning, taxation, governance, and concession contracts.

- Capacity to perform accounting controls including receivables and payables, manage fixed assets, handle disbursements, and conduct reconciliations.
- Proficient in financial analytics software (IBM, Oracle, SAS, etc.) which simplifies complexity and accelerates the creation of reports and data presentation.

Education Requirements

- A bachelor's degree in finance, accounting, economics, or a related field.
- A Master's degree in finance or business administration will be an added asset.

Experience Requirements

- Strong experience (ideally >7 - 10 years) in financial management, accounting or similar positions.
- Strong preference for experience in public-private partnerships and/or airport operations.

Benefits

- Mobile Phone and Plan
- Private Medical and Life Insurance (Optional Participation)
- Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined required and/or appropriate by the CEO.

Contract & Risk Manager | PPP Monitoring Unit

Job Description

Reporting To:	Executive Director, PPP Monitoring Unit
Department:	Public Private Partnership Monitoring Unit
Grade Level:	Grade 11

About the role

The Contract and Risk Manager within the PPP Monitoring Unit plays a crucial role in implementing a process which ensures the TCIAA realises the maximum value of the PPP agreement through compliance tracking, identifying, managing, and minimising the potential risks throughout the contract life-cycle. Therefore, the Contract and Risk Manager will be responsible for developing and integrating two distinct processes: (1) Contract Management and (2) Contract Risk Management. The Contract and Risk Manager will be responsible for ensuring and enforcement of property and liability insurance coverages; the efficiencies, proficiency, and value for money of coverages and claims for and against the TCIAA. The Contract and Risk Manager will have a Contract Administrator to assist him/her in the development of the department, who will also provide support to the Financial Manager.

Responsibilities and Key Deliverables

- Oversee all contract management activities, ensuring compliance with legal standards and operational requirements established within the contract.
- Develop and implement risk management strategies to identify, evaluate, and mitigate risks throughout the PPP process lifecycle.
- Timely respond and manage all claims from the Concessionaire, in accordance with the PPP Agreement and generally any claim that effects the PPP unit.
- Coordinate with legal and financial teams to align contract terms with business goals and risk tolerance.
- Manage relationships with stakeholders, ensuring clear communication and contractual alignment with the PPP contract.
- Lead audits and compliance reviews to ensure adherence to all contractual obligations and risk protocols.
- Provide training and support to the PPP Monitoring Team on contract and risk management best practices.

- Establish appropriate control mechanisms for performance management to Turks and Caicos Islands Government Contract and Corporate Performance Management Unit (CCPMU), Ministry of Finance, and relevant government agencies.
- Fulfill any, and all other duties and tasks to achieve the goals of the Authority or that might be legally instructed by a higher officer.

Competencies

- Proficient in negotiating, drafting, and managing complex contracts in a highly regulated environment.
- Skilled in identifying, analyzing, and mitigating potential risks to ensure project stability and compliance.
- Strong understanding of legal requirements related to contracts and risk management in the aviation sector.
- Strong knowledge of commercial insurance and claims management.
- Strong commercial awareness, leadership, and verbal and written communication skills.

Education Requirements

- A degree with a broad business, law, economics, or other relevant background.
- Specialisations, Certifications and accreditations in related fields provide a competitive edge.

Experience Requirements

- Strong experience (ideally > 5 years) in contract management and risk assessment within public-private partnerships or a related field.

Benefits

- Mobile Phone and Plan
- Private Medical and Life Insurance (Optional Participation)
- Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined required and/or appropriate by the CEO.

Manager of Legal and Compliance | PPP Monitoring Unit

Job Description

Reporting To:	Executive Director, PPP Monitoring Unit
Department:	Public Private Partnership Monitoring Unit
Grade Level:	Grade 11

About the role

The Manager of Legal and Compliance within the PPP Monitoring Unit is responsible for extensive interaction with a wide array of stakeholders, including the Concessionaire, internal management, the Board of Directors, legal and financial teams, and external regulatory bodies. The role requires advanced communication and negotiation skills to manage legal aspects of the PPP contract, provide guidance on compliance matters, and maintain strong working relationships with all parties involved. The Manager not only requires a thorough knowledge of PPP legal standards and requirements, but should also have such knowledge of local Turks and Caicos Islands Legislations and other laws.

Responsibilities and Key Deliverables

- Oversee and ensure the Concessionaire's compliance with all legal and regulatory requirements established within the PPP framework.
- Manage the legal aspects of the PPP contract, providing guidance on legal relationship with the Concessionaire.
- Develop and implement comprehensive compliance programmes to prevent, detect, and resolve legal issues.
- Lead internal audits and investigations to ensure the Concessionaire's adherence to compliance standards.
- Provide legal and compliance advice to the management team and Board of Directors.
- Participate in high-level meetings within the PPP framework, including authorities, public and private local and international entities, stakeholders, lenders, etc.
- Establish control mechanisms and provide legal risk assessments to identify potential non-compliance issues within the PPP framework.
- Establish appropriate control mechanisms for performance management to Turks and Caicos Islands Government Contract and Corporate Performance Management Unit (CCPMU), Ministry of Finance, and relevant government agencies.

- Fulfill any, and all other duties and tasks to achieve the goals of the Authority or that might be legally instructed by a higher officer.

Competencies

- Knowledge of legal standards and compliance requirements specific to public-private partnerships and the aviation industry.
- Expertise in managing legal risks, ensuring all organizational activities comply with laws, regulations, and ethical standards.
- Ability to lead and train a team in all aspects of legal and compliance operations.

Education Requirements

- A degree preferably in law, business management, or economics, or some other relevant field.
- A Master's Degree is preferred.
- Specialisations, certifications and accreditations such as Advanced Certificate in Compliance, Diploma in Compliance, or some other related field provide a competitive edge.

Experience Requirements

- Strong experience (ideally > 10 years) in legal standards and compliance requirements, preferably within the aviation industry and/or PPP.
- Strong background in drafting, reviewing, and enforcing contracts, including negotiation skills.
- Strong background involving the comprehension and application of Turks and Caicos Islands Law.

Benefits

- Mobile Phone and Plan
- Private Medical and Life Insurance (Optional Participation)
- Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined required and/or appropriate by the CEO.

Environmental Specialist | PPP Monitoring Unit

Job Description

Reporting To:	Executive Director, PPP Monitoring Unit (Primary), Manager of Safety, Health, and Environment (Secondary).
Department:	Public Private Partnership Monitoring Unit [Supporting the Quality, Safety, Health, and Environment ("QSHE") Department].
Grade Level:	Grade 10

About the role

The Environmental Specialist within the PPP Monitoring Unit is responsible monitoring environmental issues related to the activities of the Concessionaire for compliance with the protocols agreed between the Concessionaire and the TCIAA in the PPP agreement, local legislation, and best practices. The role engages in extensive interaction with both internal and external stakeholders, including regular communication with regulatory bodies, management teams, and the TCIAA board to report on environmental compliance and performance. The Environmental Specialist also supports the work of the TCIAA's Quality, Safety, Health, and Environment ("QSHE") Department under the supervision of the Manager of Safety, Health, and Environment.

Responsibilities and Key Deliverables

- Oversee the Concessionaire's compliance with environmental legislation regarding water, noise, fauna and flora, dangerous and solid waste, etc., including the review of periodical reports issued by the private party.
- Lead the environmental management supervision to the Concessionaire by implementing policies and practices which ensure full compliance with environmental legislation and best practices.
- Conduct regular environmental audits of the Concessionaire and prepare reports for management and best practices.
- Conduct regular environmental audits of the Concessionaire and prepare reports for management and regulatory bodies.
- Provide guidance and training to the unit staff on environmental best practices and compliance requirements.
- Establish appropriate control mechanisms for performance management to relevant Turks and Caicos Islands Government agencies.

- As a secondary function, support the work of the TCIAA's Quality, Safety, Health, and Environment ("QSHE") Department under the supervision of the Manager of Safety, Health, and Environment.
- Fulfill any, and all other duties and tasks to achieve the goals of the Authority or that might be legally instructed by a higher officer.

Competencies

- Expert Knowledge of environmental laws, regulations and best practices applicable to the aviation industry.
- Strong understanding of environmental concerns relevant to the global and local context and airports industry.
- Skilled in environmental impact assessment and risk mitigation.
- Ability to collaborate with government agencies and stakeholders on environmental compliance and sustainability initiatives.

Education Requirements

- A bachelor's degree in environmental science or other related natural science field.
- A Master's Degree in a related field provides a competitive edge.
- Specialisations, professional certifications and accreditations in a related field provide a competitive edge.

Experience Requirements

- Strong experience (ideally > 5 years) as an environmental officer, specialist, or consultant in large scale infrastructure projects.
- Experience in the airports or other transportation sectors a plus.

Benefits

- Mobile Phone and Plan
- Transportation Allowance
- Private Medical and Life Insurance (Optional Participation)
- Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined required and/or appropriate by the CEO.

Executive Assistant | PPP Monitoring Unit

Job Description

Reporting To:	Executive Director, PPP Monitoring Unit
Department:	Public Private Partnership Monitoring Unit
Grade Level:	Grade 8

About the role

The Executive Assistant, PPPMU plays a critical role to the PPPMU supporting the day-to-day activities of the Executive Director, PPPMU and the administration of the Unit. The Executive Assistant is the Executive Director, PPPMU's "right hand" and enables them to advance the TCIAA's initiatives and goals for the Unit. The Executive Assistant must at all times be well presented in physical appearance and attire and exceptionally professional in interpersonal engagements.

Responsibilities and Key Deliverables

- Provide general administrative support to ensure the efficient operation of the Unit.
- Manage the calendar and schedule for the Executive Director, PPPMU, making appointments and prioritizing the most sensitive matters.
- Manage and organize the Unit's administrative office.
- Draft, review and send communications on behalf of the Executive Director, PPPMU.
- Organise and prepare for meetings, including gathering documents, drafting agendas, attending logistics of meetings, preparing minutes, and ensure follow-up on actions.
- Prepare and edit reports and presentations for internal and external use.
- As the first-point of contact to the Executive Director – PPPMU, answer and respond to phone calls, communicate messages and information to the Executive Director, PPPMU. Prioritise emails and respond when necessary. Coordinate travel arrangements.
- Maintain comprehensive and accurate records and documents for the PPP Monitoring Unit.
- Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department. Ensure that all interactions are conducted in a professional, polite, and hospitable manner.
- Facilitate effective communication within the Unit and acting as a liaison between departments and external partners.
- Fulfill any, and all other duties and tasks to achieve the goals of the Authority or that might be legally instructed by a higher officer.

Competencies

- Organisational and administrative skills.
- Proven ability to work in a fast paced always changing environment.
- Exceptionally strong communication and interpersonal skills, with high regard for positive customer service (external and internal).
- Strong computer skills, MS word, Excel, PowerPoint, Adobe Software, and corporate communication tools.
- Detailed oriented with a strong attention to detail.
- Ability to work independently to meet deadlines.
- Strong problem solving ability.
- Ability to read, write and communicate in the English Language.

Education Requirements

- An associate's degree in business administration preferred or equivalent work experience.
- Professional certifications in office administration or similar fields provide a competitive edge.

Experience Requirements

- Minimum of three years in administrative assistance.

Benefits

- Mobile Phone and Plan
- Transportation Allowance
- Private Medical and Life Insurance (Optional Participation)
- Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined required and/or appropriate by the CEO.

Project Officer | PPP Monitoring Unit

Job Description

Reporting To:	Manager of Engineering, Maintenance, and Construction, PPP Monitoring Unit
Department:	Public Private Partnership Monitoring Unit
Grade Level:	Grade 8

About the role

The Project Officer, PPPMU plays a critical role to the PPPMU assisting Manager of Engineering, Maintenance and Construction in developing and executing tasks. Recognising that the PPP projects will be a large and complex exercise, the Project Officer is tasked to help ensure the project is delivered successfully.

Responsibilities and Key Deliverables

- Under the supervision of the Manager of Engineering, Maintenance and Construction, plan, monitor and evaluate the programme as delivered by the Concessionaire under the PPP agreement.
- Assess each component of the project as delivered by the Concessionaire when it's active and after completion to determine how well it meets its objectives.
- Helps with research on the best technology and practices to track the project.
- Executes Administrative Duties including taking notes during meetings to provide project documentation and uploading project documentation to the applicable project management software.
- Create resource lists and guidelines for the Department and PPPMU, according to the Unit's project plan.
- Oversees reporting, gathering data and generating reports on the projects progress and performance.
- Take charge of new tasks and projects assigned by his or her manager inclusive of pre-planning and cost assumptions.
- Test project results for compliance with scope of work, goal and projected targets.
- Analyzes risks and opportunities as assigned his or her manager.
- Fulfill any, and all other duties and tasks to achieve the goals of the Authority or that might be legally instructed by a higher officer.

Competencies

- Proven leadership, time management, critical thinking, and organisational skills.
- Strong decision making skills.
- Ability to negotiate.
- Proficient knowledge of project management.
- Proficient knowledge of modern project management software, tools and practices.
- Keen attention to details and accuracy.
- Database management skills.
- Interpersonal skills.

Education Requirements

- A bachelor's in project management or a related field or equivalent work experience.
- Professional certifications provide a competitive edge.

Experience Requirements

- Minimum of three years in project management for infrastructure projects.

Benefits

- Mobile Phone and Plan
- Transportation Allowance
- Private Medical and Life Insurance (Optional Participation)
- Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined required and/or appropriate by the CEO.

Engineering & Maintenance Technician | PPP

Monitoring Unit

Job Description

Reporting To:	Manager of Engineering, Maintenance, and Construction, PPP Monitoring Unit
Department:	Public Private Partnership Monitoring Unit
Grade Level:	Grade 7

About the role

The Engineering & Maintenance Technician, PPPMU plays a critical role to the PPPMU assisting Manager of Engineering, Maintenance and Construction in developing and executing tasks. The Engineering and Maintenance Technician provides technical support to the Unit and Concessionaire on the construction and maintenance components of the project, ensuring that the Concessionaire undertakes planned or reactive maintenance work, ensuring maximum serviceability which satisfy the terms of the PPP agreement. The role requires a multi-skilled, multidisciplinary perspective.

Responsibilities and Key Deliverables

- Under the supervision of the Manager of Engineering, Maintenance and Construction, monitor and ensure the Concessionaire's performance of planned or reactive maintenance work on engineering assets ensuring optimum serviceability which meets agreed service levels under the PPP agreement, and ensure that such maintenance provides a trouble-free operational environment.
- Observing and recording findings or maintenance issues pertaining to Electrical, Mechanical, and electronic assets associated with the Howard Hamilton International Airport.
- Assess and report on the Concessionaire's performance.
- Engage with the Concessionaire proactively in any work associated with delivering performance improvements within the engineering environment.
- Communicate effectively with Concessionaire's maintenance team on the progress of works to be completed.
- Monitor the work quality of contract maintenance providers engaged by the Concessionaire.
- Fulfill any, and all other duties and tasks to achieve the goals of the Authority or that might be legally instructed by a higher officer.

Competencies

- Proven leadership, time management, critical thinking, and organisational skills.
- Strong decision-making skills.
- Ability to negotiate.
- Keen attention to detail and accuracy.
- Database management skills.
- Knowledge of engineering projects and maintenance activities.
- Interpersonal skills.

Education Requirements

- A bachelor's in engineering or a related field or relevant alternative certification, or work experience.

Experience Requirements

- Minimum of three years experience in engineering, infrastructure maintenance, and construction management, preferably within the aviation industry.

Benefits

- Mobile Phone and Plan
- Transportation Allowance
- Private Medical and Life Insurance (Optional Participation)
- Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined required and/or appropriate by the CEO.

Operations Analyst | PPP Monitoring Unit

Job Description

Reporting To:	Manager of Operations and Monitoring, PPP Monitoring Unit
Department:	Public Private Partnership Monitoring Unit
Grade Level:	Grade 8

About the role

The Operations Analyst, PPPMU plays a critical role to the PPPMU interacting extensively with various departments within the airport operations component of the Concessionaire to collect, analyse, and interpret operational data within the PPP framework. The role involves ensuring compliance with contractual obligations, analysing operational performance, coordinating with the legal and compliance teams to ensure adherence to regulations and standards, providing insights and recommendations to enhance efficiency, safety, and customer satisfaction. The analyst will work closely with various stakeholders, including the Concessionaire’s airport management team, government agencies, and other private partners, to ensure the airport operations align with agreed upon standards and objectives.

Responsibilities and Key Deliverables

Operational Monitoring Analysis:

- Collect, analyse, and interpret operational data from various airport departments.
- Monitor key performance indicators (KPIs) to assess the efficiency and effectiveness of airport operations.
- Identify trends, patterns, and areas for improvement within airport operations.

PPP Compliance:

- Ensure all operations comply with the terms and conditions of PPP agreements.
- Assist in the preparation and submission of reports to governmental and regulatory bodies.
- Coordinate with legal and compliance teams to ensure adherence to regulations and standards.

Performance Optimization:

- Develop and implement strategies to optimize airport operations and enhance customer experience.

- Work closely with airport management and private partners to streamline processes and improve service delivery.
- Recommend and implement process improvements and operational changes.

Data Management:

- Maintain accurate records and databases of operational metrics and performance data.
- Use data visualization tools to present complex data in a clear and actionable manner.
- Prepare detailed reports and presentations for senior management and stakeholders.
- Fulfill any, and all other duties and tasks to achieve the goals of the Authority or that might be legally instructed by a higher officer.

Competencies

- Strong analytical and problem-solving skills.
- Proficient in data analysis tools and software.
- Excellent communication and reporting skills.
- Ability to work collaboratively with multiple stakeholders.
- Knowledge of international aviation regulations and standards.
- Willingness to be trained and certified in customer service specialities to ensure quality control.
- Ability to manage multiple tasks and priorities in a dynamic environment.
- Proactive and detail-oriented with a strong sense of responsibility.

Education Requirements

- A bachelor's in airport management, aviation management, business administration, engineering, or a related field.
- A Master's degree or professional certifications in airport management or operations is a competitive advantage.

Experience Requirements

- Minimum of three to five years experience in airport operations, aviation management, or related fields.

- Experience working with a PPP framework is highly desirable.
- Proven experience in risk management and compliance monitoring.

Benefits

- Mobile Phone and Plan
- Transportation Allowance
- Private Medical and Life Insurance (Optional Participation)
- Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined required and/or appropriate by the CEO.

Operations Supervisor | PPP Monitoring Unit

Job Description

Reporting To:	Manager of Operations and Monitoring, PPP Monitoring Unit
Department:	Public Private Partnership Monitoring Unit
Grade Level:	Grade 8

About the role

The Operations Supervisor, PPPMU plays a critical role to the PPPMU and works closely with the Manager of Operations & Monitoring, PPPMU, various airport departments of the Concessionaire, and private partners. The role requires effective communication and coordination to ensure that daily operations are efficient and comply with the PPP agreement. The Supervisor regularly prepares and submits reports to the Board of Directors and identifies areas for operational improvement.

Responsibilities and Key Deliverables

- Assists the Manager of Operations & Monitoring.
- Assists in oversight of daily airport operations to ensure efficiency and effectiveness.
- Ensure adherence to safety, security, and operational standards.
- Coordinate with various airport departments and private partners to streamline operations.
- Ensure all operations comply with the terms and conditions of PPP agreement.
- Prepare and submit reports to Board of Directors as required.
- Identify areas for improvement and provide guidance for implementation in operations.
- Monitor KPIs and ensure targets are met.
- Maintain accurate records and databases of operational metrics and performance data.
- Fulfill any, and all other duties and tasks to achieve the goals of the Authority or that might be legally instructed by a higher officer.

Competencies

- Strong analytical and problem-solving skills.
- Proficient in data analysis tools and software.
- Excellent communication and reporting skills.

- Ability to work collaboratively with multiple stakeholders.
- Knowledge of international aviation regulations and standards.
- Ability to manage multiple tasks and priorities in a dynamic environment.
- Proactive and detail-oriented with a strong sense of responsibility.
- Leadership.

Education Requirements

- A bachelor's degree in business administration, aviation management, operations management, or a related field.
- A Master's degree is preferred.

Experience Requirements

- Minimum of five to seven years experience in airport operations, aviation management, or related fields.
- Prior supervisory or leadership experience required.

Benefits

- Mobile Phone and Plan
- Transportation Allowance
- Private Medical and Life Insurance (Optional Participation)
- Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined required and/or appropriate by the CEO.

Accountant/Financial Analyst | PPP Monitoring Unit

Job Description

Reporting To:	Manager of Finance, PPP Monitoring Unit
Department:	Public Private Partnership Monitoring Unit
Grade Level:	Grade 9

About the role

The Accountant/Financial Analyst in the PPPMU is responsible for assisting the Manager of Finance with oversight and analysing the financial aspects of the PPP agreement. The role includes ensuring accurate financial reporting, monitoring the financial performance of the project, analysing financial data, and providing insights that support the financial sustainability and compliance of the project. The position is critical in ensuring that the financial obligations of both the TCIAA and the Concessionaire are met and that the financial health of the PPP agreement is maintained.

Responsibilities and Key Deliverables

- Monitor the financial performance of the PPP project, including revenue, expenses, cash flow, and profitability.
- Analyse financial statements, budgets, and forecasts submitted by the Concessionaire to assess the financial health of the project.
- Identify trends, variances, and potential financial risks, and provide recommendations for corrective actions.
- Prepare regular financial reports for the TCIAA, government authorities, and private partners, ensuring accuracy and compliance with reporting standards.
- Maintain up-to-date financial records.
- Ensure that all financial activities comply with contractual obligations, regulatory requirements, and best practices in financial management.
- Assist in identifying and managing financial risks associated with the PPP project.
- Support the development and implementation of financial risk mitigation strategies.
- Monitor the financial exposure of the project and recommend actions to minimize risks.
- Act as a financial liaison between the PPPMU, private partners, TCIG, and other stakeholders.
- Support the Finance Manager in financial discussions and decision-making processes.

- Contribute to the continuous improvement of financial processes and systems within the PPPMU.
- Stay updated on financial trends, accounting standards, and best practices relevant to PP projects.
- Provide training and guidance to other team members on financial matters as needed.
- Fulfill any, and all other duties and tasks to achieve the goals of the Authority or that might be legally instructed by a higher officer.

Competencies

- Strong financial analysis and accounting skills.
- Proficient in financial modelling and the use of financial software and tools.
- Excellent attention to detail and accuracy in financial reporting.
- Strong communication and interpersonal skills.
- Ability to work independently and manage multiple tasks simultaneously.
- Ability to analyse complex financial data and provide actionable insights.
- Strong problem-solving skills and the ability to work under pressure.

Education Requirements

- A bachelor's degree in accounting, finance, economics, or a related field.
- A professional certification such as CPA (Certified/Chartered Public Accountant), CFA (Chartered Financial Analyst), or ACCA (Association of Chartered Certified Accountants) is highly desirable.

Experience Requirements

- Minimum 3 -5 years experience in financial analysis, accounting, or a related field.
- Experience in a PPP environment, infrastructure projects, or the aviation industry is an advantage.

Benefits

- Mobile Phone and Plan
- Private Medical and Life Insurance (Optional Participation)
- Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme

- Training and Certification Opportunities as determined required and/or appropriate by the CEO.

Contract Administrator | PPP Monitoring Unit

Job Description

Reporting To:	Contract and Risk Manager, PPP Monitoring Unit
Department:	Public Private Partnership Monitoring Unit
Grade Level:	Grade 7

About the role

The Contract Administrator plays a crucial role in supporting the Contract and Risk Manager, PPPMU by ensuring that all contract contractual obligations within the Public Private Partnership (PPP) are met. This position involves the administration, monitoring, and management of contracts related to the PPP, including compliance checks, documentation, and coordination with various stakeholders. The Contract Administrator will assist in maintaining the integrity of the contractual process, mitigating risks and ensuring that the partnership operates smoothly within the legal and regulatory framework.

Responsibilities and Key Deliverables

- Reviews and oversees administration of contract documents and management processes.
- Ensure that all contractual documents are properly executed, filed, and accessible for auditing and reference purposes.
- Maintain a comprehensive database of contract issues, subcontracts required to be disclosed, tracking key milestones, deliverables, and due/compliance dates.
- Conduct regular reviews of contract performance to identify any deviations from the agreed terms of the PPP agreement.
- Organises and chair's regular progress meetings between the Concessionaire the PPPMU. These meetings provide a platform for thorough discussions about the project's status and help identify potential issues early on.
- Ensure that all contract meeting minutes are recorded and subsequently circulated among all stakeholders. This includes reviewing and discussing the actions that arose from previous meetings with the Concessionaire's designated parties obligated to report on the project's progress, any delays and existing issues.
- Ensure that during contract meetings, contract instructions are discussed in detail, and coordination of next steps, including subcontracts entered into by the Concessionaire to deliver the performances under the PPP agreements are discussed in detail to ensure compliance.

- When requests for variations to the PPP agreement are made, ensure that such requests are properly onboarded and discussed for a decision by the TCIAA.
- Processes the Concessionaire's requests for information, ensuring there is a keen understanding of the contractual terms and a proactive approach taken to communication.
- Assist the Contract and Risk Manager in advising the TCIAA, through the Executive Director, PPPMU about potential delays, or other issues and the resulting consequences, including potential disputes. Offering risk management support.
- Work closely with the Contract and Risk Manager to address non-compliance issues and facilitate corrective actions.
- Fulfill any, and all other duties and tasks to achieve the goals of the Authority or that might be legally instructed by a higher officer.

Competencies

- Strong analytical and problem-solving skills.
- Strong organizational and administrative skills.
- Excellent communication and reporting skills.
- Good understanding of contract law and contract management principles.
- Proficiency in Microsoft Office Suite and contract management software.
- Ability to manage multiple tasks and priorities in a fast-paced environment.
- Proactive and detail-oriented with a high level of integrity and professionalism.

Education Requirements

- A bachelor's degree in business administration, law, contract management, or a related field.
- Professional certifications in contract management are an advantage.

Experience Requirements

- Minimum 3 years experience in contract administration, legal support, or a related field.
- Experience in a PPP environment is highly desirable.

Benefits

- Mobile Phone and Plan
- Private Medical and Life Insurance (Optional Participation)
- Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined required and/or appropriate by the CEO.