

Project Manager – Surveillance Radar Integration Project Job Advertisement

Reporting To:	Executive Director: Airports Operations	
Division:	Airport Operations / Air Traffic Services	
Remuneration:	\$100,000.00 per annum	
Special Requirements:	N/A	
Employment Type:	Hours:	Location:
<input type="checkbox"/> Continuous Employment <input checked="" type="checkbox"/> Fixed Term Contract <input type="checkbox"/> Independent Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Part-Time Shift <input type="checkbox"/> Casual/Flexible	<input checked="" type="checkbox"/> All Island <input type="checkbox"/> Providenciales <input type="checkbox"/> Grand Turk <input type="checkbox"/> Salt Cay <input type="checkbox"/> North and Middle Caicos <input type="checkbox"/> South Caicos

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, recognizing their importance to the overall socio-economic development and strategic growth of the Turks and Caicos Islands.

About The Project

TCIAA is currently implementing a significant project to integrate radar surveillance services into its existing air navigation services program. This three-year integration initiative aims to enhance safety, efficiency, and capacity within the Turks and Caicos Islands' airspace. A consultant has been engaged to assist in defining the project scope, which includes:

- Transitioning TCIAA's Air Traffic Control (ATC) operations to radar-based traffic management.
- Optimizing TCIAA's airspace utilizing the capabilities of the new radar system.
- Procure necessary capital assets (radar equipment, ATC training simulator, etc.).
- Identification of a suitable facility to house the new systems.
- Develop and implement comprehensive training programs for ATC personnel.

About The Role

The Project Manager will be crucial in successfully implementing this critical project. Working closely with the consultant and internal stakeholders, the Project Manager will oversee the day-to-day management of the three-year integration program. This includes leading the procurement process for all necessary capital equipment and acting as the primary TCIAA representative throughout the integration process.

Responsibilities and Key Deliverables

Project Management Leadership:

- Lead all aspects of the radar surveillance integration project, ensuring adherence to the agreed-upon scope, budget, and timeline.
- Lead project planning, scheduling, budgeting, and risk management activities with the support of TCIAA's appointed external advisors in the project.
- Oversee the implementation of the consultant's recommendations and the project implementation plan.
- Monitor project progress, identify and resolve potential issues, and implement corrective actions as needed.

Procurement Management:

Lead the procurement process for all capital assets required for the project, including radar equipment, ATC training simulator, and associated simulator. This oversight includes:

- Develop and manage procurement plans.
- Drafting and issuing Requests for Proposals (RFPs), Invitations to Tender (ITTs), and other procurement documents.
- Evaluating proposals and selecting qualified vendors.
- Negotiating contracts and managing vendor relationships.
- Overseeing the delivery, installation, and testing of equipment.
- Ensure compliance with all TCIAA and TCIG procurement policies and procedures.

Stakeholder Management:

- Build and maintain strong relationships with key stakeholders, including the consultant, vendors, regulatory authorities (e.g., TCCA), and other relevant parties.

- Effectively communicate project progress, issues, decisions, and risks to all stakeholders.
- Proactively address stakeholder concerns and resolve conflicts.

Technical Oversight:

- Work closely with consultants and technical experts to ensure successful integration of the new radar programme and systems.
- Provide technical guidance and support throughout the project lifecycle.
- Ensure the effective implementation of all technical aspects of the project, including system installation, testing, and commissioning.

Risk Management:

- Identify, assess, and mitigate project risks throughout all project lifecycle phases.
- Develop and implement a robust risk management plan.
- Monitor and control project risks on an ongoing basis.

Quality Assurance:

- Ensure the quality of all project deliverables and adherence to industry best practices and regulatory requirements.
- Conduct regular quality reviews and implement corrective actions as necessary.
- Implement quality control measures to identify and address any quality issues.

Reporting and Documentation:

- Prepare regular project status reports for the Executive Director of Airports Operations and key stakeholders.
- Maintain comprehensive project documentation, including meeting minutes, correspondence, and project plans.
- Track and report on key performance indicators (KPIs) related to project progress, budget, and schedule.

Competencies

- Strong leadership and strategic management abilities.
- Strong knowledge of procurement principles, practices, and regulations.
- Excellent written and verbal communication skills, with the ability to effectively communicate complex technical information to both technical and non-technical audiences.
- Excellent negotiation and interpersonal skills.
- Ability to make sound and informed decisions promptly and effectively.
- Proven ability to manage multiple projects and priorities in a fast-paced environment.
- Strong analytical and problem-solving skills, with attention to detail.
- Proficiency in procurement software and Microsoft Office Suite.

Education Requirements

- A Bachelor's degree in Engineering, Information Systems, Project Management, or a related field.
- A Master's degree or professional certification in project management is advantageous.

Experience Requirements

- Proven experience in managing complex projects.
- Strong understanding of project management methodologies and best practices.
- Experience with procurement processes, including ITT development, vendor selection, and contract negotiation.

Benefits

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

The Turks and Caicos Islands Airports Authority (TCIAA) is committed to diversity, equity, inclusion, and accessibility in the workplace. Diversity is ingrained in who we are and how we do business. Therefore, we welcome applicants regardless of ethnicity, gender, ability/disability, religion, and sexuality.

Interested individuals must submit:

- Cover Letter
- Resume
- 2 References testifying to character and competency for the role
- Police Record
- Proof of Status

No later than February 14th 2025 to:

Human Resources Manager

Turks and Caicos Islands Airports Authority

Howard Hamilton International Airport

Telephone#649-946-4420, Fax#941-5996. Email: hrrecruitment@tciairports.tc