

Job Description

Job Reference No:	GTESA - 2
Job Title:	Programme Manager
Grade:	9
Salary:	\$61,935 (TCIG Grade 9 Equivalent)
Reports to:	Managing Director
Agency:	Grand Turk Enhancement and Sustainability Agency (GTESA)
Responsible Ministry:	Office of the Premier and Public Policy

<p>Job Purpose</p>	<p>The post-holder will have responsibility for ensuring the successful delivery to time, quality and budget of a portfolio of infrastructure projects and services, in accordance with best practice project management methodologies. The post-holder will be responsible for managing projects through the project management life-cycle from inception to project closure, working with the internal team and third-party suppliers' delivery teams.</p> <p>The post-holder must be a mature, highly experienced and capable professional who is fully accountable for managing the effective and efficient deployment and delivery of an assigned portfolio of project and initiatives. They must be skilled in project management and able to manage multiple tasks effectively, and possess the background knowledge and experience of information technology to make informed and responsible decisions.</p> <p>The post-holder will be required to produce and maintain project management deliverables, such as the project charter, business case, project plan, status reports and project registers, such as the risk, issues and benefits registers.</p> <p>The post-holder must be competent at managing the project financing, this includes preparing budgets, tracking project spend and project finance reporting.</p> <p>The post-holder will be expected to be adept at must build effective working relationships with senior stakeholders, his peers across diverse infrastructure stakeholders as well as third party suppliers. Furthermore, the post-holder must be an effectively and persuasively communicator both verbally and in writing.</p>
<p>Dimensions</p>	<p>The successful delivery of projects is an important contributor to our continuous improvement. The post-holder will be part of a Team that delivers infrastructure and aesthetic improvements to the island of Grand Turk.</p>

<p>Principal Responsibilities</p>	<p>Overall responsibility and accountability for the successful delivery of an assigned portfolio of projects to time, quality and budget. To manage the portfolio of projects through the project management life-cycle from inception to project closure. To lead on the project scoping and budgeting and to ensure that project finances are managed in line with the agreed budget. To produce and maintain project management deliverables, such as the project mandate, project initiation document, project definition document, project plan, status reports and project registers, such as the change management, risk, issues and benefits registers. To actively drive all phases of the project life cycle and proactively manage and mitigate risks.</p> <p>Undertakes procurement process to facilitate the timely delivery of assigned projects based on the Turks and Caicos Islands Government’s Public Procurement Ordinance.</p> <p>Ensures timely management of anticipated cost savings, payback period, and operational expenditure in relation to approved budget for all assigned projects.</p> <p>Manages relationship with service providers, outsourcers and major vendors to address, escalate, and resolve key issues in a timely and effective manner.</p> <p>Proactively identifies changes in work scope and ensures that appropriate planning measures are taken with internal and external stakeholders to reassess, renegotiate, and amend scope of work responsibilities.</p> <p>Builds positive and effective business relationships with stakeholders.</p> <p>Undertake post-implementation reviews as part of project closure and to produce a report on the findings as part of continuous improvement.</p>	
<p>Knowledge, Experience, and Skills</p>	<p>Essential</p> <p>The post-holder should possess a Bachelor’s degree in Construction Management, Site Management, or equivalent; plus, a minimum of seven (7) years’ post-graduate experience in building; or an Associate’s degree in Architecture, Construction Management or similar discipline plus a minimum of ten (10) years’ post-graduate experience in site management, construction coordination or contract management. Additionally, the post-holder is required to have a formal project management certification, such as PMP or have solid practical experience.</p>	

	<p>Evidence of management skills, in controlling projects and managing staff, and in the execution of difficult and complex organisational tasks along with the knowledge of principles, methods, techniques and tools for the effective management of projects from initiation through to completion is required.</p> <p>The post-holder should be proficient in the use of Project Management tools to assist in the project planning, managing project registers and for Team collaboration.</p> <p>Evidence of knowledge of:</p> <ul style="list-style-type: none"> • Track record of successfully delivering portfolio of projects. • Experience of delivery technology and security related projects. • Solid practical experience of risk management, change management, release management and supplier management experience. • Hold PMP certification or equivalent or have solid practical experience. • Experience of creating and maintaining project plans in MS Project or similar tool. • Excellent written and verbal skills with experience of senior stakeholder management including presentation and negotiation skills. • Solid practical experience of managing vendor selection process, including managing preparation of RFQ. • Strong people management skills within a matrix management environment. • Strong effectively and persuasively communicator both verbally and in writing.
<p>Assignment and Planning of Work</p>	<p>The post-holder receives strategic direction from the Managing Director. He/she is expected to collaborate with other team members and to draw on his/her experience, research and initiative to deliver on the core responsibilities of the role.</p> <p>On a day to day basis, he/she will be expected to work independently with very little supervision and to prioritize his/her own work to meet tight and often competing deadlines. All deadlines, demands and expectations must be met in a timely manner.</p>

Supervision of Others	The post-holder will be the main point of contact and support for the internal project teams and third party supplier delivery teams. He/she will monitor, support and report on the performance of project teams, as well as external advisers and consultants from a variety of fields and areas of expertise.
Other Working Relationships	The post-holder must work effectively with members of the Ministry of Physical Planning and Infrastructure Development (PIPD) and staff as well as having direct and regular interface with stakeholders throughout Government and the Private Sector whilst carrying out the duties of this post.
Decision Making Authority and Controls	<p>The post holder works within the parameters established by GTESA, the responsible Ministry and all governing laws, policies and procedures.</p> <p>The post holder will take decisions on matters within the ambit of the principal accountabilities of the post.</p> <p>The post holder operates under the direction of the Managing Director and is required to keep him/her apprised of key developments, risks or issues.</p>
Problems/Key Features	<p>Must achieve a high level of knowledge of many different aspects of how the Government operates because GTESA is an arms-length body.</p> <p>There is also the need be respected as a leader and to maintain high levels of professional knowledge and experience of fast changing technology and techniques.</p>
Working Conditions	<p>Normal office working environment: however, abnormal hours are worked in order to meet tight deadlines, and to implement system changes which must be done outside normal working hour.</p> <p>Required to provide user/stakeholder support outside normal working hours.</p>

AGREED BY:

Post-holder: _____ Date: _____

Director: _____ Date: _____