

TURKS AND CAICOS ISLANDS GOVERNMENT
VACANCY NOTICE

DEPARTMENT: DEPARTMENT OF ENVIRONMENT & COASTAL RESOURCES (DECR)

JOB TITLE: HABITAT SPECIALIST (HS)

REPORTS DIRECTLY TO: DECR DIRECTOR

REPORTS INDIRECTLY TO: COASTAL ENVIRONMENTAL ENGINEER/
SCIENTIFIC OFFICERS

NAME OF SPECIAL PROJECT: TERRESTRIAL HABITAT MAPPING PROJECT (THMP)

MAIN PURPOSE:

The post is responsible to provide overall support and technical assistance to the **Terrestrial Habitat Mapping Project (THMP)**, Department of Environment and Coastal Resources (DECR), Turks and Caicos Islands. The HS will liaise between the DECR and the THMP contractor and see to it that the programs of works are geared towards attaining the target outputs of the project. In addition to the THMP tasks, the HS shall perform activities assigned by proper authorities in the DECR, TCIG.

MAIN DUTIES:

The Habitat Specialist shall report to the DECR Director through appropriate line management, the Habitat Specialist shall perform the following duties:

1. Provide over-all support services for the DECR, in relation to the Terrestrial Habitat Mapping Project;
2. Review and evaluate reports of consultant in relation to species identification using the binomial nomenclature system) and approved Habitat Classification System.
3. Collate all available information (printed or digital format) needed for the project;
4. Convert printed information into digital format;
5. Coordinate, and join field works/ground truthing activities;
6. Conduct press releases about the Terrestrial Habitat Mapping Project; in particular and DECR in general;
7. Assist in maintaining the Website of the DECR;
8. Perform other duties assigned by proper authorities such as but not limited to the following: i) review the terrestrial vegetation aspects of EIA reports, ii) conduct site visits/assessment, iii) provide technical assistance in various approved projects/activities of the DECR that promotes environmental sustainability.

MINIMUM QUALIFICATIONS

1. A Bachelors Degree with specialization in Botany or Biology. (Graduate Degree in Botany and Biology is an advantage but not a requirement).
2. At least 5 years experience in Field Biology works in the Caribbean region (experience in the Turks and Caicos Islands is an advantage but not a requirement).
3. At least 3 years professional field experience in tropical environment working in research and development (R&D) and/or terrestrial conservation projects.

REQUIRED SKILLS

1. Familiarity with Habitat Surveillance and the Flora and Fauna in the Caribbean (familiarity with TCI Habitat and Fauna and Flora is an advantage).
2. Conversant with the binary nomenclature, or the binomial classification system.
3. Possess a working knowledge on Geographic Coordinate systems and able to accurately operate a GPS (record and retrieve logged in data).
4. With working knowledge and skills in operating popular Office Suites (Text processing, spreadsheet, presentation)
5. Able to photo document field activities, flora and fauna in the wild (Nature photography), including taking close-up photos of specimen (Macro photography).
6. Able to operate basic Office equipment (Scanner, photocopy machine, laminating machine, etc.)
7. Ability to work in inter-racial work environment.
8. Willingness to work in extended period of time at any weather conditions during scheduled field works.
9. Good oral and written communication skills.

LICENSE/CERTIFICATE

1. A valid Driver's License
2. Tropical Plant/Tree Identification Certificate/Diploma from recognized Institution(s).

REMUNERATION/BENEFITS:

1. Salary: \$ 2450.00 per month
2. Housing Allowance \$615 per month
3. Travel/transportation Allowance – for official trips only (travels from the abode to the workplace is not covered)
4. Paid vacation – NONE

Working Arrangement: FULL TIME (No work no pay)

Work Station: DECR Providenciales, TCI

Duration of Contract: Six (6) months,

HOW TO APPLY

Submit your application letter, curriculum vitae (CV), and at least 3 reference letters to the Director, DECR, Lower Bight Road, Providenciales, Turks and Caicos Islands not later than January 4, 2010. All submitted documents must be duly signed by the applicant. Provide full contact information (Telephone, FAX Nos., and email address) of the Referees. Submit copies of supporting documents cited in the CV such as Transcript of Records, Diploma, Certificates, previous contracts/agreement, etc.

Application-related documents could be sent electronically to decrhmp@gmail.com or submit the hard copy to the DECR Office, Providenciales, TCI on or before January 4, 2010.

Only short-listed applicants will be contacted for interview. Tentative date of Interview is January 6 2010 (Wednesday).