



Ministry of Environment and District Administration
Department of Environment and Coastal Resources
Lower Bight Road, Providenciales
Turks and Caicos Island Government



**TURKS AND CAICOS ISLANDS GOVERNMENT
VACANCY NOTICE**

Department: **DEPARTMENT OF ENVIRONMENT & COASTAL RESOURCES (DECR)**

Job Title: **PROJECT MANAGER (PM)**

Reports Directly To: **DECR DIRECTOR**

Reports Indirectly To: **DECR'S PROJECT OFFICER**

Location of Employment: **NORTH CAICOS**

**NAME AND BACKGROUND INFORMATION ABOUT THE SPECIAL PROJECT:
CAICOS PINE RECOVERY PROJECT (CRP)**

Caicos Pine, *Pinus caribaea* var. *bahamensis*, is the national tree of the Turks and Caicos Islands (TCI). Caicos Pine is an endemic variety of the more widely dispersed *Pinus caribaea*. This species is found on the islands of Pine Cay, North Caicos, and Middle Caicos and is critically endangered due to infestation with an introduced scale insect. The Department of Environment and Coastal Resources (DECR), Royal Botanic Gardens (RBG), Kew, Environmental Health Department (EHD), Department of Agriculture, and the Turks and Caicos National Trust (TCNT), are working together to save the species from being extirpated from TCI.

A three-year grant from the UK Foreign and Commonwealth Office's Overseas Territories Environment Programme (OTEP) starting this year (2010) will fund many aspects of the project, and will be managed by the Department of Environment and Coastal Resources in collaboration with the aforementioned affiliate institutions.

MAIN PURPOSE OF THE POST:

The post is responsible to provide overall leadership and technical guidance to the **Caicos Pine Restoration Project**, Department of Environment and Coastal Resources (DECR), Turks and Caicos Islands. The PM will liaise between the DECR, the lead agency in this project, and other project partners RBG Kew, TCNT, DA, EHD and see to it that the program of works is geared towards attaining the target outputs of the project. In addition to the CRP tasks, the PM shall perform activities assigned by proper authorities in the DECR, TCIG.

MAIN DUTIES:

The Project Manager (PM) shall report directly to the DECR Director through appropriate line staff but shall coordinate closely with the assigned DECR Caicos Pine project counterpart officer.

The PM shall perform the following duties:

1. Implement the approved Caicos Pine Recovery project as outlined in the Action Plan;
2. Provide technical guidance in nursery and field works related to the Caicos Pine Recovery Project;
3. Spearhead and oversee the activities of other project staff.
4. Prepare work plans and financial plans, in accordance with approved and acceptable format;
5. Prepare daily, monthly and quarterly report in a prescribed format;
6. Provide guidance and field assistance to official visiting researchers/visitors on Pine tree and pine ecosystem;
7. Collate all (historical and current) available information (printed or digital format) about the project;
8. Coordinate the quarterly meetings of the Project Steering Committee and serve as secretariat.
9. Coordinate the preparation of draft project proposals for funding to ensure the continued management of the Caicos Pine
10. Spearhead education and awareness campaign (conducts meetings, prepare brochure and posters, prepare press releases, etc) about the project;
11. Perform other duties assigned by the Director of DECR.

MINIMUM QUALIFICATIONS

1. At least 2 years experience in a Project Management role or supervisory function.
2. A Bachelor's Degree, preferably with specialization in Horticulture or Silviculture or related field. (Graduate Degree is an advantage but not a requirement).
3. At least 6 months experience in Terrestrial Restoration Ecology works in the Dry Tropical region (experience in the Turks and Caicos Islands is an advantage but not a requirement).
4. In-depth knowledge about plant nursery establishment, operation and maintenance.
5. Physically fit and willing to work in very challenging field conditions.
6. Information Technology (IT) literate.

REQUIRED SKILLS

1. Ability to perform appropriate plant propagation, nursery operation and management.
2. Familiarity to traverse the pine forest ecosystem (experience in TCI Habitat and Fauna and Flora is an advantage).
3. Conversant with the social and cultural setting in the Pine ecosystems and adjacent communities in North Caicos, Middle Caicos and Pine Cay.
4. Possess a working knowledge on Geographic Coordinate systems and able to accurately operate a GPS (record and retrieve logged in data).

5. Working knowledge and skills in operating popular Office Suites (Text processing, spreadsheet, presentation).
6. Able to photo document field activities, flora and fauna in the wild (Nature photography), including taking close-up photos of specimen (Macro photography).
7. Able to operate basic Office equipment (Scanner, photocopy machine, FAX machine, etc.).
8. Ability to operate basic farm tools and equipment such as farm sprayer, chain saw, carpentry tools, etc.
9. Willingness to learn how to install and operate irrigation system (mist irrigation, drip irrigation, etc.).
10. Willingness to work in extended period of time in rough weather conditions, when required.
11. Good command (communication skills oral and written) of the English language.
12. Willingness to learn and use appropriate field gadgets and equipment.

LICENSE

1. A valid Driver's License (preferably TCI driver's license)

REMUNERATION/BENEFITS:

1. Salary: \$ 2,800.00 per month
2. Holidays: Entitled to TCI Public Holidays

Working Arrangement: FULL TIME
Working Hours: 40 hours a week (normally 8 hours a day for 5 days)
Work Environment: Field works in North Caicos, Middle Caicos and Pine Cay. Office and Nursery are located in Kew, North Caicos. Meetings maybe held in Providenciales.
Duration of Contract: Initially Eight (8) months (August 1 2010 to March 31, 2011) but can be extended up to 3 years (up to March 2013), subject to satisfactory performance.

HOW TO APPLY

Submit your application letter, curriculum vitae (CV), and at least 2 reference letters to the Director, DECR, Lower Bight Road, Providenciales, Turks and Caicos Islands not later than July 1, 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 info@environment.tc or submit the hard copy to the DECR Office, Providenciales, TCI on or before July 12, 2010.

Only short-listed applicants will be contacted for interview.