



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 OFFICER (PO)**

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*. Populations of this species are found on the islands of Pine Cay, North Caicos, and Middle Caicos and are 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 partner institutions.

**MAIN PURPOSE OF THE POST:**

The post is responsible to provide support and technical assistance to the Project Manager of the **Caicos Pine Restoration Project**, Department of Environment and Coastal Resources (DECR), Turks and Caicos Islands. The PO will assist the PM in liaising between the DECR, the lead agency in this project, and other project partners, RBG Kew, TCNT, DA, EHD, and see to it that the daily programs of work are geared towards attaining the target outputs of the project. In

addition to the CRP tasks, the PO shall perform activities assigned by proper authorities in the DECR, TCIG.

### **MAIN DUTIES:**

The Project Officer (PO) shall report directly to the DECR Director through the Project Manager (PM) and shall coordinate closely with the assigned DECR Caicos Pine project counterpart officer. The PO shall perform the following duties:

1. Provide support services to the PM in the implementation of the approved Caicos Pine Recovery project (refer to the approved Pine Recovery Action Plan);
2. Assist the PM in providing technical assistance in nursery and field works related to the Caicos Pine Recovery Project;
3. Assist the PM in the preparation of work plans and financial plans, in accordance with approved and acceptable format;
4. Assist the PM in the preparation of daily, monthly and quarterly report in a prescribed format;
5. Provide guidance and field assistance to visiting researchers/visitors on Pine tree and pine ecosystem;
6. Assist the PM in the collation of all information (historical up to present in printed or digital format) about the project;
7. Assist the PM in the education and awareness campaign about the project;
8. Perform other duties assigned by proper authorities.

### **MINIMUM QUALIFICATIONS**

1. Outstanding student in English Language, Science subjects, Mathematics
2. Interest in the environmental field
3. Physically fit and willing to work in very challenging field conditions.
4. Must be 16 years or older

### **REQUIRED SKILLS**

1. Ability to perform appropriate plant propagation practices, nursery operation and management.
2. Familiarity with traverse the pine forest ecosystem
3. Willingness to learn Global Positioning System (GPS)
4. Computer literacy would be an asset
5. Willingness to learn to photo document field activities, flora and fauna in the wild (Nature photography), including taking close-up photos of specimen (Macro photography).
6. Willingness to learn to operate basic Office equipment (Scanner, photocopy machine, FAX machine, etc.).
7. Ability to operate basic farm tools and equipment such as farm sprayer, chain saw, carpentry tools, etc.
8. Willingness to learn how to install and operate irrigation system (mist irrigation, drip irrigation, etc.).

9. Willingness to work for extended periods of time in rough weather conditions, when required.
10. Good command of the English language.
11. Willingness to learn and use appropriate field gadgets and equipment.

## LICENSE

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

## REMUNERATION/BENEFITS:

1. Salary: A stipend will be awarded monthly
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. Nursery is located in Kew, North Caicos.

Duration of Contract: Initially Eight (8) months (August 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](mailto:info@environment.tc) or submit the hard copy to the DECR Office, Providenciales, TCI on or before July 1, 2010.

Only short-listed applicants will be contacted for interview.