



**HUMAN RESOURCE MANAGEMENT DEPARTMENT**  
**OFFICE OF THE PRIME MINISTER**  
**FEDERATION OF SAINT CHRISTOPHER AND NEVIS**

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3<sup>rd</sup> June 2025

Cabinet Secretary  
Financial Secretary  
Director of Audit  
Permanent Secretaries

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**VACANCY NOTICE – CHIEF ENGINEER**

The Human Resource Management Department on behalf of the Ministry of Public Infrastructure et al, wishes to invite suitably qualified persons to fill the position of **Chief Engineer at the Public Works Department**.

The Chief Engineer in the Public Works Department assists the Director and Deputy Director in planning, organizing, and directing the activities of assigned divisions and assists other Ministries and Departments on relevant matters. The Chief Engineer ensures that the technical outputs of sections are executed according to established procedures, guidelines, and codes. The Chief Engineer facilitates procurement and construction administration by preparing Bills of Quantities, drafting tender/construction documents, evaluating tenders, and making recommendations accordingly.

**MAIN RESPONSIBILITIES**

- Assist the Director and the Deputy Director with planning, developing, and implementing Government projects to contribute to the effective management of the Department.
- Assist with designing and preparing detailed engineering and construction drawings by complying with relevant codes and standards.
- Perform structural engineering calculations that comply with applicable codes and standards of practice.
- Assist with coordinating technical and feasibility studies undertaken by the Department.
- Assist with managing the Department's day-to-day activities to ensure the timeliness of work and the efficient use of resources.
- Prepare and review Bills of Quantities/estimates and tender documents. Evaluate tenders and make recommendations on the award.
- Prepare reports on projects supervised by the Department measuring performance on an ongoing basis. Provide data measuring performance on ongoing projects.
- Represent and report to the Director and the Deputy Director at various meetings to ensure representation of the Department and its interests.
- Assist with training programmes for assigned divisions to aid the continuous professional development of the Department's staff.
- Develop and implement engineering standards.
- Oversee construction projects as necessary, ensuring compliance with industry standards and contractual conditions.
- Act as or perform the duties of the Director and the Deputy Director in their absence.
- Assist with the preparation of the Department's Annual Budget.
- Assess damage and recovery efforts for the Department and the country.
- Identify environmental factors related to specific operations and develop, implement, and promote health and safety policies to mitigate and minimize workplace hazards.



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- Draft memoranda, letters, and other correspondence as required and ensure the consistency and accuracy of external correspondence.
- Assist with the preparation and submission of Performance Indicators.
- Assist with the preparation and submission of the Appraisal Report for staff.
- Prepare designs and construction documents for roads, bridges, etc. throughout the Federation.
- Update the Director and the Deputy Director on all projects/activities and challenges.
- Prepare briefs for consulting engineers and monitor their services.
- Assist the Director and the Deputy Director with the management and supervision of consultants.
- Perform any other related duties as required by the supervisor or any other senior officer to contribute to the Department's effectiveness and efficiency.

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Civil Engineering or related area
- Seven (7) years experience in a related area
- Excellent knowledge of Government structure, policies, and procedures
- Sound knowledge of the use of standard office equipment and relevant computer applications
- Sound knowledge of accessibility guidelines and sustainable development principles
- Excellent knowledge of relevant computer software applications, including AutoCAD and Civil 3D
- Excellent knowledge of applicable policies, regulations, and laws
- Sound interpersonal and organizational skills
- Sound oral and written communication skills
- Excellent research, analytical, and decision-making skills
- Excellent supervisory and management skills

**ESSENTIAL PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

The employee should be able to:

- The employee should be able to:
  - Withstand sounds or noise levels that may be uncomfortable
  - Withstand exposure to temperature extremes inside or out
  - Prolong standing
  - Traverse the facilities
  - Work beyond the assigned working hours if required
  - Go onto roofs and or elevate to heights of two floors above the ground
  - Work around dust, chemicals, and other substances and in various environmental conditions
  - Wear all required personal protective equipment (hearing, vision, and hardhat protection)

**Salary:** K42 (\$94,164) per annum

Applications must be accompanied by:

- Letter of Application



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- Civil Service Form with photo and copy of birth certificate
- Curriculum Vitae
- Police Record
- Official academic certificates, transcripts, and other relevant documents (certified copies)
- Two (2) references with telephone and e-mail addresses and should be addressed to:

**Permanent Secretary  
Ministry of Public Infrastructure, Energy & Utilities; Domestic Transport  
P.O.Box 186  
Water Services Department  
Needsmust, Basseterre, St. Kitts**

**Or  
Email: [Daryll.lloyd@gov.kn](mailto:Daryll.lloyd@gov.kn)**

The deadline for receipt of applications is **4<sup>th</sup> July 2025**.