



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

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15<sup>th</sup> July 2025

Cabinet Secretary  
Financial Secretary  
Director of Audit  
Permanent Secretaries

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**VACANCY NOTICE – DIRECTOR OF PUBLIC WORKS DEPARTMENT**

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 **Director at the Public Works Department (PWD)**.

The Ministry of Public Infrastructure is seeking a visionary results-oriented, and experienced professional to serve as Director of the Public Works Department. The Director will lead the strategic planning, execution, and management of all public infrastructure and civil works projects across St. Kitts. This includes roads, bridges, government buildings, and other critical infrastructure. The role demands strong leadership, built environment insight, and a commitment to national development and sustainability.

**MAIN RESPONSIBILITIES**

- Provide strategic direction and leadership for planning, designing, constructing, and maintaining of public infrastructure.
- Oversee all operations and personnel within the Public Works Department, ensuring projects are completed on time, within budget, and to high quality standards.
- Develop and implement policies and procedures to ensure effective management of Public Works programs.
- Coordinate with government ministries, statutory bodies, built environment professionals and community stakeholders on infrastructure needs and project delivery.
- Supervise tendering and procurement processes in accordance with government regulations and best practices.
- Prepare and manage departmental budgets and ensure proper utilization of public funds.
- Monitor and evaluate the performance of ongoing projects and ensure compliance with environmental, health, and safety standards.



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- Provide expert technical advice to the Minister and Permanent Secretary on Public Works issues.
- Promote capacity building within the department and foster a culture of continuous improvement and innovation.
- Represent the Public Works Department at national, regional, and international meetings or conferences, as required.
- Apply experience management to large-scale projects in excess of USD 10 million in value, overseeing them from concept to completion.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Civil Engineering, Architecture, Construction Management, or a related field with a minimum of 10 years of relevant professional experience, or a Master's Degree with a minimum of 5 years of relevant professional experience.
- Proven project management experience with a demonstrated history of successfully leading infrastructure projects.
- Registered Professional Engineer (P.E.) or equivalent certification preferred.

ESSENTIAL PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The employee should possess the following skills and competencies:

- Strong construction contracts administration knowledge.
- Strong leadership and people management skills.
- In-depth knowledge of architecture and engineering principles, construction practices, and government procurement standards.
- Excellent project management and organizational skills.
- Financial acumen and budget management experience.
- Outstanding written and verbal communication skills.
- Ability to foster inter-agency collaboration and maintain stakeholder trust.
- Familiarity with regional climate resilience and sustainability initiatives is an asset.

Salary: K43 (\$98,868) per annum



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Applications must be accompanied by:

- Letter of Application
- 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  
Rams Complex, Camps, Basseterre, St. Kitts  
Or  
Email: [Daryll.lloyd@gov.kn](mailto:Daryll.lloyd@gov.kn)**

The deadline for receipt of applications is **21<sup>st</sup> August 2025**.