



MINISTRY OF PUBLIC WORKS, ENERGY AND PORTS

GEOHERMAL PROJECT MANAGEMENT UNIT (PMU)

VACANCY NOTICE

The European Commission (EU) approved a grant of Euro 1.5 Million for the project “Preparation of a Geothermal Based Cross-Border Electrical Interconnection in the Caribbean”. The Government of Dominica signed the Grant Financing Agreement on January 17, 2008. On November 07, 2008, the Government of Dominica signed Grant Financing Agreements with the Agence Francaise de Development (AFD) and the Fonds Francais pour l’Environnement Mondial (FFEM) of Euro 2 Million each, in respect of the Project.

The project is intended to determine whether the geothermal resource in Dominica is technically suitable for exploitation, and which, if developed, will lead to the possibility of submarine electrical transmission, and interconnection with neighbouring islands. This will involve the drilling of exploratory wells so as to characterize the temperature, pressure, depth, physical-chemical typology and the feasibility of extracting the fluid considering the corrosion deposits. Accordingly, a Technical Assistance component to build institutional capacity in Dominica is included in the project. Such capacity building will seek to develop and manage Public-Private-Partnerships (PPP) and ensure that the capacity for future growth in this sector exists.

The Agence Francaise de Development (AFD) is the Implementation Partner of the Government of Dominica. Implementation of this Project will add value to Dominica and the region in respect of its export potential, regional integration, environmental benefits, and macro-economic transition.

The Government of the Commonwealth of Dominica (GoCD) has established a Project Management Unit (PMU) within the Ministry of Public Works, Energy and Ports to manage the implementation of the various components of the project in cooperation with AFD.

A job opportunity now exists for the position of **Project Officer** in the Project Management Unit (PMU). The successful candidate will assist the Project Coordinator, in consultation with the Technical Advisor, in the technical review and management of the project entitled “Preparation of a Geothermal-based Cross-Border Electrical Interconnection in the Caribbean”.

The position shall be based in Dominica.

Further details can be obtained from the Ministry of Public Works, Energy and Ports, Government Headquarters, Roseau, or at telephone number 266 3298, or by Email to pspublicworks@cwdom.dm, or at the Website: www.dominica.gov.dm.

Applications with Curriculum Vitae should be sent to the Permanent Secretary, Ministry of Public Works, Energy and Ports, Third Floor, Government Headquarters, Roseau, Dominica, or by Email to pspublicworks@cwdom.dm, and should reach him no later than 4.00 p.m. on Friday, July 02, 2010.

Project Officer, Geothermal Project Management Unit

Job Reference No.: PMU No. 2

Position: Project Officer

Duration: Minimum of two years

Location: Dominica

Organization: PMU for Geothermal Project/Ministry of Public Works, Energy and Ports

Open To: All CARICOM Nationals

Salary and Benefits:

The salary will be based on the individual's qualifications and experience.

Merit Criteria:

Qualifications and Experience

- First degree in an Engineering discipline and at least three (3) years project management work experience.
- Strong writing and communication skills are essential as well as experience in report writing.
- Experience in a similar project and/or deep surface drilling would be an asset.
- Experience in technical application of Renewable Energy technology would be an asset.

Knowledge and Skills

- Demonstrated ability to work within a team.
- Good interpersonal and communication skills.
- Ability to communicate and relate effectively with persons at all levels.
- Knowledge of project management principles and practices including results based monitoring, critical path, logical framework and budgeting.
- Word processing, database management, spreadsheet software, report writing, data acquisition and analysis skills.
- Good knowledge of Microsoft Project software.
- Knowledge of managing EU and other international donor funded projects would be a distinct asset.

Language Requirements

Candidates must be proficient in the English language. A working knowledge of French or French Creole would be an asset.

Information Notes:

1. Functional Relationships

Works under the direction of and reports to the Project Coordinator. Collaborates closely with project team, project donor partners and agencies such as, but not limited to the AFD, EU & FFEM.

2. Duties and Responsibilities

- a. Assist in the orderly operation of the project, in line with established procedures, budgets and standards. This includes inter alia, the ordering of equipment and supplies, monitoring of expenditures, ensuring that donor inputs are properly accounted for and arrangements for timely payment of recurrent and capital expenditure.

- b. Verify and certify invoices and payment vouchers along established PMU accounting and financial procedures.
- c. Ensure that the project funds are administered in keeping with the established project budgets and disbursement procedures.
- d. Provide assistance to ensure that technical documents of assigned tasks are fully reviewed and assessment reports prepared and discussed in collaboration with the Project Coordinator.
- e. Assist in the preparation of project implementation reports and schedules for submission to the Project Coordinator and funding agencies.
- f. Liaise with collaborating partners in assigned tasks with regards to project implementation.
- g. In collaboration with the Project Coordinator, Project Staff and Funding Agencies, ensure that the relevant contracts relating to terms and conditions of work solicited for tasks are available.
- h. Consult with the Project's Accounts Officer and other accounting personnel on the project budget and disbursement process.
- i. In collaboration with the Project Coordinator identify and recommend consultants to carry out specific tasks.
- j. Ensure coordination support for projects, facilitate information sharing as well as coordinate activities among project stakeholders.
- k. Responsible for developing Tender Dossiers, contractor specification and ensuring the appropriate "sign off" on the tender dossiers prior to launching is received.
- l. Ensure that the appropriate procurement procedure is utilized when procuring services, works or supplies in compliance with established procurement policy.
- m. Liaise with collaborating organizations to ensure adequate and timely technical inputs to the project.
- n. Consults with the Minister of Energy, the AFD and the NAO's office on the critical issues of the project.
- o. Assist in the supervision and execution of all contracts, propose contract amendments where necessary, certify all payment orders against a review of deliverables and oversee the final evaluation as a condition for final payment.
- p. Ensure that technical documents for assigned tasks/contracts are fully reviewed, and the assessment reports prepared and discussed.
- q. Provide guidance to project consultants/contractors in the execution of their assignments.
- r. Facilitate the institutional arrangements necessary to support the work of the consultant in and off the field.
- s. Coordinate administrative and logistical arrangements for technical and training meetings/workshops and other activities relating to projects and assist with the timely preparation of reports there from.
- t. Assists in the monitoring of timelines and costs to ensure that activities are implemented in a timely and cost effective manner.
- u. Represent the PMU at local or out-of-state meetings as requested.
- v. Perform such other job related duties as may be assigned from time to time.

3. Conditions

- a. General administrative office accommodation provided.

- b. Institutional support provided through PMU office arrangements and the Ministry's and NAO's institutional arrangements.
- c. Position may require out of state travel.
- d. Travel Allowance provided.
- e. Relocation and housing allowance provided if successful candidate is resident out of Dominica.
- f. Annual vacation of 21 days.
- g. Flexibility to work overtime and as the project requires.

4. Evaluation criteria

- a. Demonstrated project, administrative and human resources management skills.
- b. Achievement of project objectives within the time and financial allocations.
- c. Timely completion of assignments and reports and ability to meet established deadlines.
- d. Fostering teamwork within the project team.
- e. Knowledge and understanding of and the effective application of the Project's policies and objectives.
- f. Effectiveness of communication.
- g. Ability to communicate complex, specialized information in a clear and understandable language.
- h. Capacity to evaluate alternatives objectively.
- i. Capacity to focus on priorities.
- j. Technical accuracy and general quality of assignments undertaken.
- k. Demonstrated reliability and initiative.
- l. Timely completion and submission of monthly reports and inputs for progress reports.