

# VACANCY

## VICE PRESIDENT, PROJECTS AND FACILITIES

The primary role of this position is to oversee the development and implementation of strategic and operational plans for the company; lead the acquisition of new assets; manage projects; undertake significant capital works required for the development of new assets economic zones and the upgrade /maintenance of existing zones.

### DUTIES & RESPONSIBILITIES:

1. Actively promote the Mission, Vision and Values of the Company to all stakeholders
2. Promote harmonious working relationships throughout the Company and take ownership of all and any issues that may affect the Company's ability to deliver on its mandate
3. Plan, organise and manage the Business Unit's operations inclusive of annual budget and KPIs
4. Work closely with all executive colleagues to create and implement organisational and strategic plans for the Company
5. Prospect for new land to undertake the development of new real estate assets and economic zones
6. Undertake technical, financial and economic feasibility studies for the development of new real estate assets and economic zones or the refurbishment of existing ones
7. Oversee the maintenance of all facilities in the companies portfolio
8. Develop land use and zoning plans for lands that have been allocated by pertinent State Agencies
9. Determine financing strategies for the development of new economic spaces through, inter alia, PSIP, PPP, debt or self-funding
10. Undertake land, building, hotel and systems development works, from design to commissioning, in keeping with statutory requirements and to satisfy project requirements with respect to time, cost and quality
11. Obtain all necessary preconstruction and post construction statutory approvals in a timely manner to deliver projects - EMA, TCPD, WASA TSTT, RHA, Regional Corporation, Fire Services etc.
12. Lead human resources to optimize productivity and address training and development needs
13. Prepare management reports as required
14. Comply fully with and ensure adherence to the Company's operating policies and procedures, safety policies and procedures, statutory requirements and state agencies practices and procedures
15. Perform any other related job duties

### MINIMUM REQUIREMENTS:

1. Degree in Civil or Construction Engineering or Real Estate or Urban Planning
2. Master's degrees in Construction Management and/or Business Administration
3. Experience in contracting and procurement in State Enterprises
4. Experience in Construction and Project Management
5. Experience in Sourcing project financing
6. Minimum of ten (10) years Managerial experience

Or any equivalent combination of qualification and experience

### KNOWLEDGE, SKILLS & ABILITIES:

1. Expertise in construction systems, methods and solutions
2. Knowledge of financing strategies for real estate asset development inclusive of long term budgeting and forecasting
3. Expertise in the development and maintenance of hotel assets
4. Capacity to coach and mentor team members to enhance skills and productivity
6. Ability to execute at a strategic level / think critically
7. Ability to effectively negotiate with contractors and agencies
8. Strong leadership and time management skills
9. Possess strong systems and controls background
10. Excellent interpersonal, communications and presentation skills

All interested qualified applicants should submit their resumes by **16th August, 2017** to [careers@eteck.co.tt](mailto:careers@eteck.co.tt)

OR mail to: Evolving TecKologies and Enterprise Development Company Limited

**Manager, Human Resources & Administration**

Flagship Building, 9-15 e Teck Blvd.,  
Tamana InTech Park

**Only suitable applications will be acknowledged.**