



# GOVERNMENT OF GRENADA MINISTRY OF FINANCE AND ENERGY

## BASIC NEEDS TRUST FUND NINTH CYCLE

### Project Engineer

The Government of the Grenada (GOG) has received financing from the Caribbean Development Bank (CDB) towards the cost of financing the Basic Needs Trust Fund Ninth (BNTF 9) Project and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of GOG and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than GOG shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The Basic Needs Trust Fund (BNTF) is a poverty reduction programme of the Caribbean Development Bank (CDB) with nine participating borrowing member countries, which includes Grenada. Its mission is “to be a community development programme that supports health, education, water & sanitation, community access & drainage, and economic activities; through skills training, organisational development, infrastructure, and services”.

The BNTF Programme seeks to provide resources to poor communities to improve access to basic infrastructure services, provide temporary employment, enhance economic activity through skills enhancement; and reduce beneficiaries’ economic and social vulnerability to risks that impact on income and well-being. Active engagement with the community is a priority for the Programme.

The BNTF project in Grenada is executed by the Ministry of Finance and Energy through the BNTF Implementing Agency (IA). The IA is responsible for the day to day operations of the project. As part of its overall management, an Oversight Entity (OE) has been established to provide guidance and direction. The BNTF project now seeks to hire a Project Engineer (PE) to complement the staff of the IA.

Applications are invited from suitably qualified persons to fill the position of **Project Engineer** for the BNTF project.

## **1.0 JOB SUMMARY**

1.0 The Project Engineer (PE) will be responsible to the Project Manager (PM) for the preparation, formulation and implementation of all infrastructure sub-projects funded by the Project. The PE is expected to take the lead within the Implementing Agency (IA) in project cycle activities related to infrastructure sub-projects.

## **2.0 DUTIES**

The duties of the PE are:

- (a) To assist the PM in processing the sub-project applications by providing technical inputs for submission to the Oversight Entity (OE) for funding under the Project.
- (b) Prepare infrastructure sub-project profiles for approval by the OE and the Caribbean Development Bank (CDB) in accordance with the Operations Manual (OM), including the completion of various checklists such as those for the Environmental Impact Assessment/Natural Hazard Impact Assessment and Disaster Risk Reduction.
- (c) Monitor sub-project contracting for the implementation of sub-projects by appointed contractors, Force Account or self-help; to be coordinated with the sponsoring agency and guided and administered by the technical consultants.
- (d) Procure, supervise and report on all aspects of the work of technical consultants engaged for the design and implementation of infrastructure sub-projects subject to the approval of CDB.
- (e) Assist the initiation of the procurement activities, preparation of the bidding documents, contract documents, evaluation of bids and preparation of bid reports and recommendation of the award for the supply of goods.
- (f) Supervise the implementation of maintenance sub-projects, including certification of expenditure and preparation of status reports in accordance with procedure as outlined for the implementation of such sub-projects.
- (g) Review the consultant's progress reports on sub-project implementation.
- (h) Expedite progress payment vouchers prepared by technical consultants to facilitate disbursement of CDB for sub-project activities accomplished.
- (i) Arrange for the hand-over of each completed sub-project to sponsoring agencies along with the sub-project final reports and as-built drawings prepared by the technical consultants.

- (j) Coordinate the technical consultants, the preparation of the sub-projects' maintenance plan for incorporation into the sponsoring agency's maintenance programme.
- (k) Attend community meetings organised by the Community Liaison Officer and prepare appropriate technical briefs as required.
- (l) Assist technical consultants with the estimation of communities' overall in-kind contribution to sub-projects including cost of voluntary contributions made by all members of the community.
- (m) Attend OE meetings, to provide information on proposed sub-project profiles and to report on activities.
- (n) Perform any other duties required for the effective functioning of the IA.

### **3.0 QUALIFICATIONS**

The Engineer shall have a Master's Degree in Civil/Structural/Building Engineering and a minimum of three years relevant experience or a Bachelor's of Science degree in Civil/Structural/Building Engineering and a minimum of eight years relevant experience in the preparation, appraisal and supervision of projects and transportation engineering, structural engineering and geotechnical engineering. Specific experience in the Caribbean and working in a donor agency or an international financial institution will be an asset.

### **4.0 PERFORMANCE INDICATORS**

Performance in the role will be measured against the following, and specific targets will be formulated on an annual basis:

- (a) The number of infrastructure sub-project profiles prepared for approval by the OE and CDB;
- (b) The number of engineering design reports reviewed by Sector;
- (c) The number of technical briefs prepared and community meetings attended; and
- (d) The number of site meetings attended and consultants' progress reports reviewed.

## **5.0 SALARY**

Salary commensurate with qualifications and experience

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Interested persons should forward application and resume **no later than August 25, 2017** to:

The Chairperson  
Oversight Entity, BNTF  
C/O Ministry of Finance and Energy  
The Carenage  
St. George's  
Grenada

Email: [alexander.ken1@gmail.com](mailto:alexander.ken1@gmail.com) and copied to [bntfgrenadapm@gmail.com](mailto:bntfgrenadapm@gmail.com)

**Applications received after August 25, 2017 will not be considered and unsuitable applications would not be acknowledged.**

**Please note that the Ministry of Finance reserves the right to terminate the recruitment process at any point prior to the award of a contract, without incurring any liability to any applicant.**