



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## GOVERNMENT VACANCY

**JOB TITLE:** STANDARDS & COMPLIANCE OFFICER  
**MINISTRY:** FINANCE, INVESTMENT AND TRADE  
**DEPARTMENT:** TRADE, INDUSTRY AND FAIR COMPETITION  
**LOCATION:** PROVIDENCIALES

### **JOB SUMMARY:**

The Standards and Quality Officer supports the development, promotion, implementation, and monitoring of standards and quality assurance systems within the Turks and Caicos Islands. The Officer assists in technical work related to standards development, stakeholder consultation, compliance promotion, and public awareness, ensuring alignment with national, regional, and international standards frameworks.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Assist in the preparation, review and amendment of national standards, specifications and codes of practice.
- Ensure that standards development and review activities follow internationally accepted good standardization principles, including transparency, consensus and due process.
- Support the development and coordination of national quality infrastructure elements, including standards, conformity assessment and related quality assurance mechanisms.
- Support the implementation and promotion of adopted standards across industry, commerce and public institutions.
- Conduct research and technical analysis to support standards development and quality initiatives.
- Participate in stakeholder consultations, technical committees, and working groups.
- Monitor and analyze standards adoption, implementation effectiveness, and compliance trends, and recommend improvements where gaps are identified.
- Provide technical guidance to businesses, government agencies, and consumers on standards and quality requirements.
- Assist in organizing training workshops, outreach programmes and public awareness campaigns.
- Prepare technical reports, briefing notes, and data for management decision making.





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- Support collaboration with regional and international standards organizations.
- Perform any other duties assigned by the Director consistent with the functions of the Standards and Quality Unit.
- Support national objectives related to fair trade, consumer protection and market access through effective application of standards.
- Assist in maintaining digital records, databases and online platforms related to standards development and dissemination.
- Performs other related tasks as assigned.

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Bachelor's degree in Engineering, Science, Quality Management, Industrial Technology or a related field.
- A minimum of three (3) to five (5) years' experience in standards, quality assurance, auditing, regulatory compliance, technical services or related fields.
- Knowledge of national, regional, or international standards systems (ISO, IEC, Codex, CROSQ).
- Experience in research, report writing and stakeholder engagement.
- Proficiency in Microsoft Office and data management tools.

## **Core Competencies:**

- Technical analysis and problem solving skills
- Strong written and verbal communication
- Ability to work collaboratively with stakeholders
- Professional integrity and accountability
- Capacity to learn and adapt to evolving standards frameworks

## **SALARY: Grade 7.1- \$54,670.00 per annum**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource





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Management Directorate, Church Folly, and Grand Turk.

**Current serving officers must apply through their Head of Department.**

**Applications without all supporting documents will not be processed.**

**We thank all applicants for their interest, however, only persons selected for an interview will be contacted.**