



## Job Opportunity

The BVI Tourist Board is currently seeking an experienced **Director of Projects** for its vibrant Product Department. The Director of Projects is responsible for overseeing employees in various departments who are assigned to certain tasks to complete for a given project; ensuring that each phase of a project proceeds as planned. Provide integrated direction, project management, and leadership in the administrative and business planning, budgeting, and automation efforts of a portfolio of major projects impacting multiple, strategic core functions and components across the BVI Tourist Board.

1. Directs and integrates the activities of multiple, major project operations; ensure that project efforts are generally cohesive, consistent, and effective in supporting the Board's mission, goals, and strategic plan;
2. Communicate on a regular basis with the Executive Team on the status, progress and issues related to the project/s;
3. Prepare a daily log of activities performed on site or project and issue weekly status reports to Director of Tourism;
4. Develop and administer budgets and business plans for project development and deployment;
5. Develop and establish policies, strategies, and operating objectives consistent with those of the organization to ensure efficient and effective implementation of major cross-Tourist Board projects;
6. Participate in, and oversees the development, implementation, and maintenance of individual project objectives; short- and long-range plans; develop tracking and evaluation programs to assist in the accomplishment of established project goals and objectives;
7. Supervise other department heads in carrying out certain projects and keep senior management personnel informed on the progress;
8. Coordinates the efforts of various employees in order to ensure that required tasks can be accomplished;
9. Develop a timeline for the completion of certain milestones for a given project;
10. Evaluate progress of on-site work. Monitor project schedule and report deficiencies and suggest corrective measures. Provide on-site quality inspections;
11. Coordination of operator requirements with consultants; MEP, HVAC, architect, and structural engineers;
12. Coordinate equipment installation and programming coordination;
13. Create a budget for the completion of a particular project, and monitor the project finances to ensure it does not exceed the set amount;

14. Recommend and develop alternate changes to a project that is ongoing and appears not proceeding on schedule or is producing unsatisfactory results;
15. Review project finishes and details to ensure that they are compliance with drawings/requirements, provide on-site information and classification as needed;
16. Provide approval of all projects arears for handover to various departments and entities;
17. Monitor landscape, hardscape and exterior lighting installation, schedules and quality;
18. Perform architectural and interior design finishes review and punch lists mechanical, plumbing and electrical and other finishes punch lists and review and approve all corrective work;
19. Manage the working relationships between project leadership, Government Agencies, Board administration, and principle business and operational stakeholders;
20. Makes presentations to investors, business partners and company executives concerning different phases of a project;
21. Reviews proposals giving your approvals;
22. Additional tasks as required by the Director of Tourism.

Please send letter of interest and resume to the below address by March 6, 2020.

**Human Resources Manager**  
**BVI Tourist Board**  
**P.O. Box 134**  
**Road Town, Tortola**  
**British Virgin Islands**  
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