

TERMS OF REFERENCE

Technical Assistant

Barbados Water Infrastructure Rehabilitation Project BARBADOS WATER AUTHORITY

The Government of Barbados has entered into a Loan Agreement with the Corporación Andina de Fomento Bank (CAF) and the European Investment Bank (EIB) for the Barbados Water Infrastructure Rehabilitation Project (the Project) to be executed by the Barbados Water Authority (BWA).

The BWA is therefore seeking to engage a suitably qualified and experienced person on a contract basis to complement the project management team for the captioned project.

The duration of the assignment will be for thirty-six (36) months, in the first instance.

The Technical Assistant will report to the Project Engineer and provide technical support to assist the Project Engineer and project team on all technical aspects of project implementation and execution.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will include but not be limited to the following:

- Assist the Project Engineer with all technical tasks as required.
- Assist with the preparation and presentation of engineering reports as required;
- Analyse maps, drawings, blueprints, and other topographical or geologic data to plan and execute the Project;
- Inspect project sites to monitor progress and ensure conformance to design specifications and safety or sanitation standards;
- Participate in surveying activities to lay out installations and establish reference points, grades and elevations to guide the projects;
- Assist with the gathering of data and the maintenance of engineering records and drawings;
- Assist with the coordination of the activities of the consulting and construction teams;
- Assist the project team with research for the preparations of Terms of Reference, Requests for Proposals, Bidding documents and Contracts;
- Complete drawings and prepare draft plans and maps as required.

QUALIFICATIONS

Prospective candidates should have a minimum of the following qualifications:

- a) Associate degree in Engineering or an Ordinary Technician's Diploma with no less than four (4) years of experience working on major capital projects.

KNOWLEDGE AND SKILLS

Prospective candidates should have;

- a) Excellent interpersonal, oral and written communication skills;
- b) Competence in the use of Microsoft Office products, mainly Word, Excel and PowerPoint;
- c) Competence with the AutoCAD software would be a definite asset;
- d) Competence with Microsoft Project would be an asset;
- e) Strong organisational and time management skills
- f) The ability to work independently and with little supervision.
- g) Effective decision-making skills and be reliable
- h) The ability to work effectively and efficiently on multiple projects.
- i) A positive attitude and be a team player
- j) The ability to work flexible hours with tight deadlines and deliver exceptional results
- k) The ability to maintain strict confidentiality in the execution of duties

EVALUATION CRITERIA

The Technical Assistant will be evaluated based on the following criteria and point system:

- a) Qualifications 40
- b) Skills 40
- c) Interview 20

SUBMISSION INSTRUCTIONS

Applications with full curriculum details should be emailed to **projectoffice@bwa.gov.bb** and addressed to:

**The Project Manager
Project Management Office
Barbados Water Authority
Pine Commercial Estate
The Pine
St. Michael**

The subject line should state: "**Vacancy – Technical Assistant**"

The closing date for receipt of applications is **August 4, 2021**.