

BARBADOS WATER AUTHORITY

Vacancy Notice

Project Coordinator – Reduce, Reuse, Recycle for Climate Resilience Wastewater Systems in Barbados (3R-CReWS)

Applications are invited from suitably qualified members of staff to fill the vacant position of **Project Coordinator – 3R-CReWS**.

Scope

The Project Coordinator will report to the Project Manager of the Project Management Office (PMO) at the Barbados Water Authority (BWA) or their designate. The Coordinator will be responsible for overseeing and managing all aspects of the implementation of the Reduce, Reuse, Recycle for Climate Resilience Wastewater Systems in Barbados (3R-CReWS), ensuring alignment with the project's objectives and goals. The Coordinator will lead the Program Execution Unit (PEU) and will collaborate with professional and administrative staff of the PMO and other stakeholders as required.

The role encompasses strategic oversight and operational coordination for all project components, including technical, financial, and administrative activities. The Project Coordinator will ensure compliance with technical standards, timelines, and quality guidelines while facilitating communication and coordination among relevant entities, including BWA departments, government agencies, contractors, and external stakeholders. This position is exclusively dedicated to the Reduce, Reuse, Recycle for Climate Resilience Wastewater Systems in Barbados (3R-CReWS) and plays a critical role in its successful delivery.

Duties and Responsibilities

The Project Coordinator will serve as the highest technical and management authority within the Project Execution Unit (PEU), responsible for overseeing the successful implementation of all program components. Specific responsibilities include:

- Providing strategic, financial, and technical direction for the Program, ensuring alignment with the overall objectives in collaboration with various BWA departments, government agencies, and stakeholders, including the Ministry of Finance, Economic Affairs and Investment, the Ministry of Agriculture and Food Security, the Ministry of Environment and National Beautification, and the Ministry of Health and Wellness.
- Acting as the primary focal point for the Program, engaging with institutions, local authorities, beneficiaries, community organizations, and external stakeholders.
- Providing the necessary support and coordination to/with BWA and other entities (Ministry of Finance, Economic Affairs and Investment, the Ministry of Agriculture and Food Security, the Government Analytical Services, the Environmental Protection Department, the Fair-Trading Commission, the Barbados Agricultural Development and Marketing Corporation (BADMC), etc.) to ensure the timely implementation of the Program's investment activities.
- Serving as the counterpart for the Employer's Representative for the construction of Component 1 and related design and supervision consultancies.
- Serving as the counterpart for design and supervision consultancies, technical consultancies, and technical cooperation for the Program.
- Ensuring the alignment of overall investment plans and activities with the Program's strategic objectives throughout its execution.
- Reviewing technical documents, including designs, plans, and specifications, as part of the procurement and tendering processes.
- Coordinating with BWA and other entities to ensure the timely implementation of investment activities, adhering to technical, financial, and quality standards.
- Supervising and monitoring the execution of all activities under the four investment components, ensuring compliance with designs and specifications.
- Conducting field visits to assess the progress and quality of funded activities and assets.
- Ensuring quality control, health, social, and environmental compliance, in accordance with the Environmental and Social Management Plan (ESMP).

- Preparing and consolidating physical and financial progress reports on the Program's investments and activities.
- Overseeing the preparation of bidding documents and the evaluation of technical bids.
- Establishing and overseeing monitoring and evaluation (M&E) frameworks, ensuring alignment with International Financial Institution (IFI) requirements.
- Developing and implementing capacity-building initiatives for local staff and stakeholders to support project sustainability.
- Providing guidance and support to contractors and suppliers as necessary.
- Ensuring all activities comply with the conditions outlined in the Loan and Grant Finance Contracts.
- Additional Responsibilities:
- Developing and maintaining a comprehensive risk management plan, including mitigation strategies and contingency plans to address potential project disruptions.
- Overseeing the design and implementation of a Grievance Redress Mechanism (GRM) to address stakeholder concerns promptly and in alignment with IADB and GCF requirements.
- Overseeing the design and implementation of a stakeholder engagement plan that includes regular consultations, updates, and feedback mechanisms for local communities, government agencies, and external partners.
- Ensuring that all project components integrate climate resilience measures, including sustainable infrastructure design and operational practices.
- Coordinating interdependencies between the project's four investment components to ensure seamless delivery of outputs and outcomes.
- Documenting and disseminating lessons learned, best practices, and innovative approaches from the project to stakeholders and funding agencies.
- Promoting the adoption of digital technologies and data systems for monitoring progress, stakeholder engagement, and reporting.
- Developing a comprehensive sustainability and handover plan, including operational guidelines, financial models, and capacity-building strategies for long-term maintenance.

Qualifications and Experience

Prospective candidates should a minimum of the following qualifications and experience:

- Educational Background:
 - A bachelor's degree or equivalent in Engineering (civil, electrical, mechanical, or related fields), Construction Management, Project Management, or a related discipline.
 - A master's degree or equivalent in Engineering, Construction Management, Project Management, or a related field is preferred.
 - Alternatively, a bachelor's degree in Engineering (civil, electrical, mechanical, or related fields), Construction Management, Project Management, combined with a Master's in Business Administration will also be considered.
- Professional Experience:
 - A minimum of ten (10) years' experience in managing and implementing large-scale engineering projects with significant decision-making responsibilities.
 - Proven experience in water or wastewater infrastructure projects is highly desirable.
 - Demonstrated expertise in managing projects financed by international financial institutions or multilateral development banks.
 - Familiarity with FIDIC contracts or similar internationally recognized contract frameworks.
 - Experience in designing and implementing climate adaptation measures is an advantage.
 - Prior experience working in Barbados, or the Caribbean region is desirable.

Knowledge and Skills:

The Project Coordinator must demonstrate the following knowledge and skills:

- Excellent oral and written communication skills for effective collaboration and reporting.
- Ability to coordinate and manage complex, multi-disciplinary projects in

engineering and infrastructure development.

- Strong negotiation and conflict resolution skills, with the competence to engage effectively with internal and external stakeholders, consultants, contractors, and suppliers.
- Proven ability to work independently with minimal supervision while managing multiple priorities and responsibilities.
- Expertise in interpreting and evaluating engineering drawings, designs, and technical specifications.
- Comprehensive knowledge of water and sanitation systems, including hydraulics and related technical aspects.
- Proficiency in project management tools and software (e.g., Microsoft Project) and technical software such as AutoCAD and ArcGIS.
- Skills in developing operational and maintenance plans for large-scale infrastructure.
- Familiarity with public sector rules, procurement processes, and contract administration requirements.
- Strong understanding of project management concepts, including risk management, monitoring and evaluation (M&E), and results-based management.
- Demonstrated ability to build relationships, motivate teams, and manage multidisciplinary groups effectively.
- Knowledge of international environmental and social safeguards, particularly in projects financed by multilateral development banks.

SALARY AND ALLOWANCES

The successful candidate will receive an attractive salary and benefits package based on their qualifications and experience.

Applications with full curriculum details should be emailed to hr@bwa.gov.bb or addressed to:

The Director Human Resources Management and Development
Barbados Water Authority,
Pine Commercial Estate,
The Pine,
St Michael

The closing date for receipt of application is February 18, 2026.

Unsuitable applications will not be acknowledged and only shortlisted candidates will be contacted.