

BARBADOS WATER AUTHORITY

Vacancy Notice

Project Coordinator – 9-km Reclaimed Water Pipeline – 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 – 9-km Reclaimed Water Pipeline – 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 9 km reclaimed-water pipeline component of the 3R-CReWS Project, ensuring alignment with the project's technical, financial, environmental, social, and operational objectives. The Coordinator will lead the relevant Program Execution Unit (PEU) functions for this component and will collaborate with professional and administrative staff of the PMO, BWA departments, consultants, contractors, and external stakeholders as required.

The role encompasses strategic oversight and operational coordination for the pipeline works from the Bridgetown Sewage Treatment Plant (BSTP) to Lears, including the branch to the National Botanical Gardens at Waterford, associated appurtenances, distribution offtakes, crossings, utility interfaces, commissioning requirements, and coordination with the broader reclaimed-water and aquifer recharge system where required. The Project Coordinator will ensure that this linear infrastructure package is delivered in accordance with approved designs, contract requirements, implementation schedules, quality standards, safeguards, and donor obligations.

This position is exclusively dedicated to the 9 km reclaimed-water pipeline component and plays a critical role in coordinating procurement, construction supervision, contract administration, stakeholder engagement, monitoring and reporting, and readiness for handover and early operations.

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, technical direction and administrative leadership for the implementation of the 9 km reclaimed water pipeline component, ensuring alignment with the overall objectives in collaboration with various BWA departments, government agencies, and stakeholders with the objectives of the 3R-CReWS Project and the requirements of the financing agreements, 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.
- Serve as the primary focal point for the pipeline component within the BWA, and act as the principal coordination interface with the PMO, BWA departments, contractors, consultants, utility owners, regulatory agencies, farmers, community stakeholders, and other relevant entities.
- Lead the planning, coordination, and monitoring of all activities associated with the pipeline corridor from BSTP through Kensington New Road, Rock Gap, Baxter's Road, Passage Road, Lower Bank Hall Main Road, Bush Hall Road, Waterford, Highway 3, the Clyde Walcott Roundabout, the ABC Highway, Lower Estate Road, and Lears, including the branch to the National Botanical Gardens.
- Coordinate the implementation of pipeline-related works including buried pipeline installation, appurtenances, crossings, valve chambers, air-release valves, scour assemblies, tracer wire, restrained joints, distribution offtakes, and interfaces with pumping, treatment, SCADA, telemetry, and recharge-related infrastructure.
- Act as the counterpart for the Employer's Representative, supervising consultants, design consultants, and contractors engaged for the pipeline

package and associated technical assignments, ensuring timely review, coordination, and follow-up on technical and contractual matters.

- Review technical documents including designs, specifications, method statements, work programmes, traffic management plans, utility coordination proposals, commissioning procedures, as-built submissions, operation and maintenance documentation, and other contractor and consultant deliverables.
- Oversee procurement and contract administration activities for the pipeline component, including preparation and review of bidding documents, tender evaluations, clarifications, recommendations, variation assessments, claims management, payment certification support, and contract correspondence.
- Coordinate with BWA and other entities including the Ministry of Finance, Economic Affairs and Investment, the Ministry of Agriculture and Food Security, the Environmental Protection Department, the Planning and Development Department, utility providers, the National Conservation Commission, and other relevant stakeholders to facilitate timely implementation of the pipeline works.
- Supervise and monitor physical and financial progress of the pipeline component, ensuring that implementation remains aligned with approved work plans, procurement plans, budgets, disbursement requirements, and quality standards.
- Conduct field visits, inspections, and progress reviews to assess the status, quality, safety, environmental and social performance, and contract compliance of ongoing works and related activities.
- Ensure implementation of the ESIA/ESMP, stakeholder engagement commitments, grievance-management interfaces, health and safety requirements, traffic and community protection measures, monitoring obligations, and other safeguard requirements relevant to the pipeline component.
- Oversee risk management for the pipeline component, including identification, assessment, mitigation, escalation, and monitoring of risks related to utility conflicts, trenching, traffic disruption, contractor performance, commissioning, public access, weather impacts, groundwater protection, and stakeholder concerns.
- Prepare, consolidate, and submit physical, financial, technical, and safeguard-related progress reports, briefing notes, decision papers, and other project documentation required by BWA management, financiers, and stakeholders.
- Support coordination of commissioning, testing, acceptance, handover, and early operational readiness activities for the pipeline component, including hydrostatic testing, disinfection, documentation closeout, staff coordination, and defect-liability follow-up.
- Ensure that all component activities comply with the conditions outlined in the relevant loan and grant finance contracts and applicable BWA procedures and standards.
- Document and disseminate lessons learned, implementation challenges, and best practices from the delivery of the pipeline component to support institutional strengthening and future wastewater reuse investments.
- 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 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.
- 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 have a minimum of the following qualifications and experience:

- Educational Background:
 - A bachelor's degree or equivalent in Engineering (civil, mechanical, water resources, pipeline construction or related fields), Construction Management, Project Management, or a related discipline.
 - A master's degree or equivalent in Engineering (civil, mechanical, water resources, pipeline construction or related fields), Construction Management, Project Management, or a related field is preferred.
 - Alternatively, a bachelor's degree in Engineering (civil, mechanical, water resources, pipeline construction 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, wastewater, pipeline, drainage, or other linear utility infrastructure projects is highly desirable.
 - Demonstrated expertise in managing procurement, construction supervision, contract administration, and implementation monitoring for complex capital works packages.
 - Demonstrated expertise in managing projects financed by international or regional financial institutions or multilateral development banks will be an asset.
 - Familiarity with FIDIC contracts or similar internationally recognized contract frameworks.
 - Experience managing works in constrained road corridors, utility-conflict environments, or public-sector implementation settings will be an asset.
 - 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, multidisciplinary infrastructure projects involving engineering, procurement, construction, safeguards, and stakeholder interfaces.
- Strong negotiation and conflict-resolution skills, with the competence to engage effectively with internal and external stakeholders, consultants, contractors, utility owners, suppliers, and community representatives.
- Proven ability to work independently with minimal supervision while managing multiple priorities, deadlines, and decision-making responsibilities.
- Expertise in interpreting and evaluating engineering drawings, designs, technical specifications, method statements, and progress documentation for pipeline and associated infrastructure works.
- Comprehensive knowledge of pipeline construction, water and wastewater systems, hydraulics, contract administration, commissioning processes, and quality control requirements.
- Proficiency in project management tools and software (e.g., Microsoft Project) and technical software such as AutoCAD, GIS software (ArcGIS will be an asset) and related coordination and reporting tools.
- 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.
- Familiarity with environmental, social, health and safety safeguards applicable to pipeline works, including traffic management, community health and safety, utility protection, grievance management, and environmental compliance

- 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 **Friday, June 5th, 2026**

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