

# BARBADOS WATER AUTHORITY

## External Vacancy Notice

### Project Coordinator – IDB CLIMA –BA-L1069 and 6097/OC-BA Mains Replacement and Non-Revenue Water Reduction Program in Barbados

Applications are invited from suitably qualified members of staff to fill the vacant position of **Project Coordinator – IDB CLIMA –BA-L1069 and 6097/OC-BA Mains Replacement and Non-Revenue Water Reduction Program**.

#### Scope

The **Project Coordinator (PC)** will report to the Project Manager within the Project Management Office (PMO) of the Barbados Water Authority (BWA) and will be assigned exclusively to the IDB CLIMA Mains Replacement and Non-Revenue Water Reduction Program. The PC will be responsible for coordinating, monitoring, and overseeing the implementation of all Program components, ensuring that technical, financial, procurement, and administrative activities are delivered in accordance with approved plans, budgets, schedules, and quality standards. The Project Coordinator will also facilitate coordination and communication among BWA departments, government agencies, consultants, contractors, funding partners, and other stakeholders, while being supported, as required, by the professional, technical, and administrative staff of the PMO. The Project Execution Unit (PEU) and all members thereof will therefore be hired to execute the project on behalf of and supported by the PMO for its duration.

#### Duties and Responsibilities

The **Project Coordinator** is the highest technical authority of the Program in the Program Execution Unit responsible for:

- Providing the strategic, financial, technical direction, and monitoring of Program implementation in coordination with the various areas and department of BWA including the Project Management Office, Engineering Department and other, as well as technical participating agencies of the Government of Barbados (GOB).
- Serving as the main focal point of the Program with such institutions, local authorities, beneficiaries, community organizations, and external stakeholders.
- Ensuring, at all times, the consistency of the overall investment plans and activities with the Program's strategic objectives throughout the execution period as well as direct supervision of the project budget and close coordination with the PMO and IDB on cost re-allocations.
- In coordination with the members of BWA Project Management Office and technical departments, reviewing technical documents including designs, plans, technical specifications and other, as part of the procurement/tendering administration of the Program.
- Providing the necessary support and coordination to/with BWA and other external entities including relevant ministries and agencies of the GOB as well as all related stakeholders to ensure the timely implementation of the Program's investment activities.
- Supervising/monitoring the implementation of all activities contained in the investment components, and ensuring that they comply with the design and technical specifications.
- Conducting field visits to monitor the progress and quality of activities and assets funded under the Program.
- In coordination with the Project Management Office and BWA technical and supporting teams, controlling quality, health, social and environmental aspects, and ensuring compliance with the terms contained in the Environmental and Social Management Plan (ESMP).
- Preparing and consolidating information and reports on physical and financial implementation progress of the Program's investments including those submitted by relevant contractors in close coordination with the Monitoring & Evaluation officer/ consultant and other activities to the Bank and relevant ministries and agencies of the GOB.

- Providing guidance/support to contractors and goods and services suppliers as necessary.
- Serving as the counterpart for the Employer's Representative/Engineer for construction works and related design and supervision consultancies.
- Serving as the counterpart for design and supervision consultancies, technical consultancies, and technical cooperation for the Program.
- Reviewing technical documents, including designs, plans, and specifications, as part of the procurement and tendering processes, in coordination with the Procurement Specialist.
- Ensuring compliance with the stipulations of the Loan Contract.

### **Qualifications and Experience**

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

- A Bachelor's Degree or equivalent preferably in Engineering (registered as a professional engineer), Project Management, Construction Management or Procurement with a minimum of ten (10) years' experience in maintenance, management and implementation projects; or
- A Master's Degree or equivalent preferably in Engineering (registered as a professional engineer), Procurement, Construction Management or a Bachelor's Degree in Engineering with a Master's in Business Administration. Possessing Project Management Professional certification would be an asset with a minimum of **ten (10) years'** experience in the management and implementation engineering projects.
- Project management certification (PMP or PRINCE2) will be considered an asset

### **Knowledge and Skills:**

The Project Coordinator must demonstrate the following knowledge and skills:

- Excellent oral and written skills
- Ability to coordinate complex projects, experience with international financing institutions would be an asset
- Strong negotiation skills with competence to deal with internal and external stakeholders, consultants, contractors and suppliers
- Ability to operate with independence and minimum supervision
- Competence in the use of Microsoft Office and the use of typical project management software
- Knowledge of the concepts of project management and conflict management
- Demonstrated ability to build relationships, motivate and manage teams of people and a strong understanding of the entire project management cycle.
- Knowledge of public sector rules, guidelines, procurement processes and procedures
- Working experience in Barbados or the Caribbean, and previous working experience with projects and programs financed by international financial institutions would be an asset.

### **SALARY AND ALLOWANCES**

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

Interested persons must submit their Curriculum Vitae in hardcopy or electronic format at [hr@bwa.gov.bb](mailto:hr@bwa.gov.bb) on or before **4:30 pm, August 28, 2026 to:**

**Ms. Nancy Solomon**  
**Director Human Resources Management and Development**  
**Barbados Water Authority,**  
**Pine Commercial Estate,**  
**The Pine,**  
**St Michael**

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