



**HUMAN RESOURCE MANAGEMENT DEPARTMENT
OFFICE OF THE PRIME MINISTER
FEDERATION OF SAINT CHRISTOPHER AND NEVIS**

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11<sup>th</sup> December, 2023

Cabinet Secretary  
Financial Secretary  
Director of Audit  
Permanent Secretaries

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**VACANCY NOTICE – MANAGER**

The Human Resource Management Department on behalf of the Ministry of Ministry of Public Infrastructure, Energy & Utilities; Domestic Transport wishes to invite suitably qualified persons to fill the position of **Manager at Vehicle Maintenance Division**.

The successful candidate will be responsible for planning, coordinating, scheduling, and overseeing the work of all vehicle maintenance and support staff in performing preventive and maintenance repairs of all vehicles.

**Duties and Responsibilities:**

- Evaluate work and conduct performance evaluations, counselors' employees on matters of exceptional and deficient performance and work behavior.
- Conduct group meetings to discuss goals, facilitate communication, and resolve problems within the workplace.
- Ensure the provision of adequate vehicles and equipment to meet operating and maintenance needs.
- Manage the repair and maintenance activities of all vehicles.
- Monitor repair procedures and documentation to ensure safe and effective repairs are accomplished.
- Determine needs and procure the appropriate tools, equipment, supplies and training necessary for shop operations.
- Provide quality assurance upon completion of requested repairs. Review repairs on vehicles and ensure repairs are correctly stated on work orders and filed for historical data.
- Ensure standard operating procedures are developed, undated and followed. Ensure shop safety rules are followed.
- Any other duties as assigned.

**Minimum Qualifications and Experience:**

- Bachelor's Degree in Automotive Engineering

**Knowledge & Skills:**



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In addition to the requirements above, the post holder must have the following skills:

- Ability to handle conflict in a mature manner with the aim of reaching a speedy resolution.
- Communicates well through written and verbal modes.
- Has a demonstrated capacity for analysis and critical thinking.
- Is an independent thinker.
- Has an interest/experience in experimentation and problem solving within defined constraints.
- Works well on teams of people with diverse backgrounds.
- Has a hunger for learning and overcoming challenges.
- Is highly self-motivated and possesses an exceptional work ethic.

Salary: K33-K36 (\$59,340-\$66,660) per annum

Applications must be accompanied by:

- Letter of Application
- Curriculum Vitae
- Police Record
- Official academic certificates, transcripts, and other relevant documents (certified copies)
- Two (2) references with telephone and e-mail addresses

and should be addressed to:

daryll.loyd@gov.kn
**Or hand deliver your application to
Permanent Secretary
Ministry of Public Infrastructure, Energy & Utilities; Domestic Transport
P.O.Box 186
Water Services Department
Needsmust, Basseterre, St. Kitts**

The deadline for receipt of applications is **3rd January, 2024**