

**Terms of Reference
for
Project Manager
Caribbean Regional Air Transport Connectivity Project – Saint Lucia**

Project Background and Objectives

The Caribbean Air Transport Connectivity Project (CATCOP)—St. Lucia (the Project) is one of four in a regional series of projects financed by the World Bank. In addition to St. Lucia, three other countries including Dominica, Grenada, and Haiti are participating and all support the common goal of improving regional air transport connectivity and climate/disaster resilience of associated infrastructure.

The objectives of CATCOP—St. Lucia are to (a) improve operational safety and navigation efficiency of air transport in St. Lucia, (b) enhance resilience of St. Lucia’s airport infrastructure to natural disasters, and (c) to improve St. Lucia’s capacity to respond promptly and effectively to a crisis or emergency.

The Project includes five components: (1) improvement of UVF runway safety and resilience; (2) modernization of air navigation systems; (3) institutional strengthening; (4) project management; and (5) contingent emergency response. Total Project cost is estimated at US\$45 million. Implementation is anticipated to require about six years – from 2020 through 2026.

Component 1 of the Project – the focus of these Terms of Reference – includes for UVF, St. Lucia’s main airport: (a) rehabilitation of the runway pavement and construction of shoulders; (b) upgrade of marking and installation of energy-efficient LED lighting system on the runway; (c) construction of paved stopways and Runway End Safety Areas (RESAs); (d) improvement of airfield drainage; (e) improvement of Crash Fire Rescue facilities; and (f) technical assistances related to these civil works, including engineering design and supervision, social and environmental safeguard activities.

A Project Implementation Unit (PIU) has been established within the Saint Lucia Air and Sea Ports Authority (SLASPA) to lead the implementation of the project. The PIU’s responsibilities include: (a) overseeing and directing Project implementation; (b) procuring the services of contractors and managing/supervising construction and rehabilitation works; (c) disbursing funds and ensuring proper use and accounting of funds disbursed; (d) regular reporting to SLASPA, the Government of Saint Lucia and the World Bank on Project implementation; and (e) ensuring compliance of the Project with environmental and social safeguards of the World Bank as well as national environmental laws and regulations.

Objectives of Assignment

To support fulfillment of these responsibilities, the PIU intends to hire a dedicated Project Manager, amongst other specialists. The Project Manager will serve in a full-time position supporting the CATCOP PIU on-site in Saint Lucia and primarily focus on the management and successful implementation of the project.

The Project Manager is expected to lead a team of suitably qualified specialists within an established Project Implementation Unit. He/she will oversee every aspect of the Project and ensure its execution and completion in accordance with World Bank Procurement rules, regulations, policies, procedures and

financial planning. This position reports directly to the General Manager of the Saint Lucia Air and Sea Ports Authority which is the executing Agency for this project. The role is for one year initially with up to five additional one-year extensions possible depending upon performance and Project needs. Additional details regarding the assignment are included in the position description below.

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Project Manager	Direct Reports:	Finance Officer, Procurement Officer, Environmental Specialist, Air Navigation Systems Specialist, Airport Infrastructure Specialist, Monitoring and Evaluation Specialist
Reports to:	General Manager	Internal Contacts:	Director of Airports, SM-BDCC, Financial Controller
Department:	CATCOP PIU	External Contacts:	Ministry of Finance, Relevant Government Agencies, Relevant World Bank personnel

JOB SUMMARY:

The Project Manager will provide overall project management support for the **Caribbean Regional Air Transport Connectivity Project (CATCOP) in Saint Lucia**, which will involve investments in safety, operational, and climate / disaster resilience improvements for Saint Lucia’s air transport sector. Key job responsibilities include work planning; resource scheduling; technical oversight and coordination; financial management; procurement oversight and coordination; and communications management. The Project Manager will monitor and guide all Project activities to ensure timely, coordinated implementation and compliance with all reporting and documentation requirements. In support of this, the Project Manager will communicate Project information as appropriate to the Project owner (Government of Saint Lucia), lender (World Bank), contractors, and key stakeholders.

DUTIES AND RESPONSIBILITIES

- Leads multi-disciplinary team to ensure Project tasks are completed on time, to specifications, and with accuracy and efficiency.
- Outlines the tasks involved in the Project and delegates accordingly.
- Serves as the Point of Contact and Coordinator for both internal and external communication on the Project.
- Conducts cost analysis, estimating expected costs for the Project.
- Prepares and implements a budget based on estimates outlined in the Project documents and financing agreement.
- Prepares, monitors and updates project planning
- Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk (including amendments to or termination of the Project if appropriate).
- Addresses questions, concerns, and/or complaints throughout the Project.
- Acts as a liaison between company, customers, and vendors, governmental Agencies and the World Bank.

- Communicates and collaborates with Project team members to ensure timely, coordinated implementation.
- Ensures compliance with all relevant regulations, standards, specifications, and best practices.
- Performs other related duties as assigned.

QUALIFICATIONS, SKILLS & EXPERIENCE

The selected candidate must possess:

- A specialized college degree relevant to air transport such as Civil Engineering, Urban Planning, Aviation Law, Air Transport Management and/or Economics, or a related discipline. While not required, a master's degree would be viewed favorably.
- At least 8 years of aviation-related project management experience. Familiarity with the Caribbean region and donor / lender development projects would be viewed favorably. Experience in World Bank funded projects would be an added advantage.
- Proven analytical, communication (oral and written), and team building skills.
- Demonstrated substantial experience in leading multi-disciplinary teams for aviation-related projects.
- Excellent interpersonal and diplomatic skills; ability to support and/or manage dialogue with high level government officials.
- Ability to develop and lead a team and work successfully in a multi-cultural environment.
- Knowledge of ICAO's Standards and Recommended Practices (SARPs) relating to Airport infrastructure, facilities and equipment. Knowledge of SLASPA rules and procedures would be viewed favorably.

FAVORABLE ATTRIBUTES

- Flexible and creative in successfully achieving objectives.
- Self-motivated and proactive.
- Team-work oriented.

METHOD OF APPLICATION

Interested applicants are invited to submit a resume with two references, contact telephone number, email address as well as certified copies of their qualifications to:

Senior Manager – Human Resources

Saint Lucia Air and Sea Ports Authority

P.O. Box 651

CASTRIES

Subject: Position of Project Manager for the Airports/World Bank PIU

Deadline for submission of all applications is 22 January 2021 at 4:00 pm.

Please note that only the shortlisted applicants shall be contacted, via telephone and/or email, for an interview.

For more information regarding the post please visit SLASPA's website at www.slaspa.com.

Wednesday, December 30, 2020