



## GRENADA'S HYDROCARBONS - TECHNICAL WORKING GROUP



*Grenada's Hydrocarbons - Technical Working Group  
Ministry of Infrastructure, Public Utilities, Civil Aviation & Transportation  
Ministerial Complex, Sir Eric Gairy Botanical Gardens  
St. George, Grenada, W.I.*

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### CAREER OPPORTUNITY

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#### PROJECT CO-ORDINATOR

**Grenada's Hydrocarbons Technical Working Group ("TWG") has been appointed by the Cabinet of Grenada to fully assess Grenada's hydrocarbon potential and, if found to be commercially viable, devise a strategy and action plan to explore, develop and monetize such findings for the benefit of the citizens and the patrimony of the State of Grenada.**

***The deliverables of the Technical Working Group are:-***

- i. A comprehensive report on Grenada's hydrocarbon potential, including an assessment of the geological and geophysical data, estimates of reserves and potential production, recommendations for exploration and development strategies, mitigation measures, and policies and regulations to promote investment and development.
- ii. A report on the technical and economic feasibility of developing Grenada's hydrocarbon reserves.

- iii. A report on the potential environmental and social impacts of hydrocarbon exploration and development in Grenada, and strategies to mitigate these impacts.
- iv. A report on the legal and regulatory framework required to support the exploration and development of Grenada's hydrocarbon reserves.
- v. A report on capacity building initiatives to support the development of a skilled workforce in the hydrocarbon sector in Grenada.
- vi. A communication strategy to engage stakeholders, including communities, civil society organizations, and the private sector.
- vii. A set of policies and strategies for the sustainable exploration and development of Grenada's hydrocarbon resources.
- viii. Recommendations for potential partners and investors, including a plan to attract and retain them.
- ix. A stakeholder engagement plan that outlines the approach, mechanisms and processes for engaging with relevant stakeholders throughout the exploration and development process.

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Suitable candidates are invited to apply for the position of **Project Co-ordinator** who will be required to provide support to the TWG's attainment of its goal, through the effective management and co-ordination of its plans, programs and processes used to realize its deliverables.

***Core responsibilities of the Project Co-ordinator include:***

- i. Developing an appropriate Project Management framework and system for managing the deliverables of the TWG
- ii. Managing cross functional initiatives as required by developing and implementing Project Plans.
- iii. Providing project management support to the TWG and sub-committees ensuring effective project management practices and methodologies are maintained.
- iv. Preparing project progress reports with respect to milestones, resources, cost, scope and schedule etc.
- v. Assisting in the execution of project tasks and activities as assigned.
- vi. Acting as the focal point of contact for all communication and issues related to the work of the TWG
- vii. Identifying and assessing project risks and issues; and recommending mitigating measures.
- viii. Acquiring, utilizing and maintaining current knowledge on project management methodologies and technologies
- ix. Formulating and maintaining policies and procedures and guidelines that cover the essential project management principles, practices and techniques to be used in the organisation
- x. Ensuring all aspects of the operations comply with applicable laws and regulations.

***The preferred mix of qualifications, experience and competencies include:***

- Bachelor's Degree in Business or related field or a Masters' degree in Project Management
- Recognized Certification in Project Management
- Minimum of ten (10) years' experience in Project Management
- Excellent project management skills, with a track record of meeting deadlines
- Proven Organizational skills
- Quick Learning skills
- Strong written and oral communication skills
- Excellent numeric and non-numeric analytical skills
- Strategic Thinking skills
- Negotiation skills
- Excellent emotional intelligence and negotiation skills
- Proficient in Microsoft Office suite and collaboration tools

Knowledge of the Oil & Gas Industry will be an asset

**Salary is commensurate with qualifications and experience.**

**The successful candidate must be prepared to work remotely.**

Interested professionals who meet or exceed the requirements are invited to submit their application **by email only to: [admin.oag@moiid.gov.gd](mailto:admin.oag@moiid.gov.gd) by November 18, 2023.**

Shortlisted applicants will be further contacted.