

VACANCY — Consultant, Project Implementation Specialist (Fixed-Term Contract)

Organization: Saint Lucia National Housing Corporation (NHC)

Duty Station: Corporate Headquarters / Project Sites

Reports to: Managing Director

NHC invites applications from suitably qualified and experienced professionals for the position of **Consultant – Project Implementation Specialist**, to support the planning, coordination, and delivery of the Corporation’s land development and building projects.

Key Responsibilities

- Support the rapid start-up of approved projects and assist in setting project objectives, strategies, and budgets.
- Develop and monitor implementation plans to ensure activities are properly scheduled, budgeted, and resourced.
- Maintain day-to-day liaison with site personnel and provide clear, timely project communications.
- Conduct site supervision and support quality control to ensure construction standards are met.
- Participate in contract negotiations as required and support the management of contractors and service providers.
- Prepare and submit monthly progress reports and contribute to monitoring and control mechanisms.
- Liaise with public agencies to facilitate approvals and compliance requirements.
- Ensure proper project records are maintained (correspondence, reports, drawings, contract documents, and variation orders).

Qualifications & Experience

- **Bachelor’s Degree** from a recognized institution in a relevant discipline (e.g., Engineering, Construction/Project Management, Quantity Surveying, Urban Planning, or related field).
- **Project Management certification(s)** such as **PMP, PRINCE2, CAPM, or equivalent** (required/strongly preferred).
- Proven experience delivering building and/or land development projects, including site coordination and contractor management.

Core Competencies

- Strong project planning, execution, and reporting skills
- Sound technical judgement and problem-solving ability
- Effective stakeholder engagement and communication
- High integrity, discretion, and professionalism (confidentiality and conflict-of-interest awareness)

How to Apply

Submit a **cover letter** and **CV** (including the names and contact details of **two referees**) to:

Deadline:

Please quote: **“Consultant – Project Implementation Specialist”** in the subject line/envelope.