



## VACANCIES

### **THE GRENADA SOLID WASTE MANAGEMENT AUTHORITY IS HEREBY EXTENDING AN INVITATION TO SUITABLY QUALIFIED PERSONS TO FILL THE UNDERMENTIONED POSITIONS**

#### **Overview of GSWMA**

The Grenada Solid Waste Management Authority (GSWMA) is a statutory organization established by the Government of Grenada through an Act of Parliament cited as The Grenada Solid Waste Management Authority Act No. 11 of 1995.

This Act mandates the GSWMA to develop waste disposal facilities to cater for solid waste treatment and disposal in the state of Grenada and provide collection and transportation of residential solid waste to such facilities. The Grenada Solid Waste Management Authority is the only body responsible for such services in the state of Grenada.

The Minister within the Ministry of Climate Resilience, the Environment & Renewable Energy heads the governance structure of the Authority. A board of directors and a General Manager oversees the general operations of the GSWMA.

The Authority is financed through implementation of the Environmental Levy Act and its work is supported by other legislation and declarations such as The Waste Management Act 2002 which is enforced by the Ministry of Health -EHD & RGPF, The Abatement of Litter Act 2015, The 2018 Non-Biodegradable Waste Control Act and the Grand Anse Declaration on Principles for Sustainable Development, among others.

The GSWMA is seeking to fill the following positions:

#### **1. Compliance Manager.**

##### **Primary Duties:**

The manager of the compliance unit will be responsible for (including but not limited to):

- Revision and update of the implementation plan for the realization of a functional and efficient Compliance Unit within the GSWMA.
- Developing and implementing a structured enforcement program for the authority to curb illegal dumping, littering and inappropriate waste management practices (including dumping of construction and demolition waste and other refuse over cliffs, on open lots, along the seacoast etc.)
- Working alongside the Communication Manager to formulate the nexus between awareness education and enforcement to catalyse desired behavioural changes.
- Leading the development of the relevant legal instruments, laws, regulations, rule, orders etc. to enhance the effective management of solid waste in Grenada.

- Recruiting, training, deployment, and direct supervision of a team of persons providing and administering the requisite enforcement elements for GSWMA.
- Collaborating with the ICT Manager to coordinate the development of a mechanism to track, monitor and respond to illegal dumping (including a ticketing system, relevant apps, surveillance, public interface) in the tri-island State.
- Develop and implement a system for issuing fines and penalties in accordance with legal instruments and legal system to deter and levy charges to offenders.
- Coordinating the multi-agencies joint interventions for prevention and responses to illegal waste management practices
- Coalescence of the components of existing legal instruments and duties of other institutions that contribute to effective waste management.
- Responsible for all legal matters of GSWMA including guidance, representation in court of law, arbitration, and any other matters of relevance.
- Formulating agreements, licenses etc. for partnerships and other engagements to develop and operate waste management facilities and other joint ventures with national, regional, and international partners.
- Any other relevant duties as determined by the Authority.

**Qualification/Experience:**

- Bachelor’s degree in law or relevant field.
- A minimum of 5 years’ experience as a Legal Practitioner.
- Strong knowledge of the Laws of Grenada particularly Abatement of Litter Act and the Waste Management Act.
- Outstanding communication and interpersonal abilities.
- An analytical mindset with excellent organizational skills
- Ability to work within a team.

**2. Procurement Officer**

*The Procurement Officer reports to the Finance Manager.*

**Primary Duties:**

- Identifies procurement needs by coordinating with managers or departments.
- Prepare or review purchase orders to ensure that they are complete and accurate and conform to company policies and procedures.
- Negotiate prices on behalf of the company with suppliers or contractors for services or goods.
- Makes decisions within limits of delegated authority and budgetary constraints on selection of suppliers, acceptance of bids and proposals; and determination of the most cost-effective procurement method ensuring timely availability for required materials.
- Preparation, submission, and evaluation of bidding documents.
- Coordinates work with bidders, contractors, suppliers, and professional service providers ensuring timely availability and delivery of required goods, works and services.
- Monitoring inventory levels of items that are needed for day-to-day operations in order to ensure that there is an adequate supply on hand.

**Qualification/Experience:**

- Bachelor's degree in one of the following areas: Accounting, Finance or Management Studies/ Business or a related discipline.
- Procurement certificate & or Project Management certificate
- Ability to manage time, set priorities, plan, and organize own work to achieve specific objectives.
- Excellent written and verbal communication skills.
- Ability to work in a team-oriented environment.
- Excellent leadership qualities and workplace ethics

**3. Head - Fleet and Garage Unit**

*The Head of Fleet and Garage reports to the Landfill Supervisor*

**Primary Duties:**

1. Creating and managing fleet policies and or procedures which includes managing accidents reports and liaising with the insurance companies.
2. Supervise the diagnostic, repairs, maintenance, and servicing of all GSWMA vehicles and equipment to ensure their safety and road worthiness.
3. Plan, organize and co-ordinate the day-to-day activities of the garage including monitoring the status of jobs in progress and provide guidance and expertise for the proper execution of duties.
4. Prepare and manage a preventative maintenance schedule for all GSWMA vehicles and equipment.
5. Oversee the management of spare parts - preparing a listing of spare parts for ordering and ensuring stock levels are adequately maintained.
6. Estimate the cost and time required for repairs or maintenance of vehicle and equipment.
7. Prepare reports on a monthly basis.

**Qualification/Experience:**

- A bachelor's degree in mechanical engineering, automotive engineering, or other related fields.
- Working knowledge and experience in auto mechanics, hydraulic and automotive electrical systems.
- Experience as an auto mechanic and proficiency in computer/electronic diagnostics will be an asset.
- Possess a Driver's license, minimum D class. Possession of a higher class will be an asset.
- Ability to manage time, set priorities, plan, and organize own work to achieve specific objectives.
- Excellent written and verbal communication skills.
- Ability to work in a team-oriented environment.
- Excellent leadership qualities and workplace ethics

Applications accompanied by a resume should be addressed to:

**Administrative Manager**  
**Grenada Solid Waste Management Authority**  
**P.O. Box 1194**  
**Grand Anse, St. George**  
**E-mail: [Jobs@gswma.com](mailto:Jobs@gswma.com)**

**DEADLINE FOR RECEIPT OF APPLICATIONS:**

**FRIDAY, JUNE 9<sup>th</sup>, 2023**