



Job Opportunity: Project Manager

Project Implementation Unit (PIU) – Project Polaris

The Government of Grenada invites applications from suitably qualified and experienced professionals for the position of **Project Manager** within the Project Implementation Unit (PIU) for Project Polaris.

Position Summary

The Project Manager supports integrated coordination across multiple workstreams within Project Polaris. The role is responsible for structured project monitoring, consolidated reporting, risk tracking, and the preparation of Cabinet and Cabinet Sub-Committee submissions.

This position ensures alignment across all project components—including construction oversight, financial management, regulatory processes, and implementation sequencing—across both the PIU and Polaris Development Company Ltd (PDCL).

The role focuses on monitoring, reporting, and coordination, and does not carry direct contractual, financial, or construction risk responsibilities.

Key Responsibilities

1. Integrated Project Controls & Monitoring

- Maintain a consolidated master project schedule and track critical milestones
- Manage and update the project risk register
- Monitor alignment between PDCL delivery and Government objectives
- Track performance indicators and schedule variances

2. Governance & Reporting

- Prepare Cabinet and Cabinet Sub-Committee submissions
- Consolidate technical, financial, and performance reports
- Develop executive dashboards, briefing notes, and summary reports
- Maintain decision logs and documentation registers

3. Strategic Integration & Sequencing

- Support coordination across procurement, financing, and construction timelines
- Track interdependencies across all workstreams
- Ensure alignment between Government actions and project delivery

4. Risk Escalation & Issue Management

- Identify and escalate emerging project risks



- Support timely escalation of policy-sensitive issues
- Monitor follow-through on corrective actions

5. Documentation & Institutional Discipline

- Maintain structured document control systems
- Ensure version control for Cabinet submissions
- Support development of reporting templates and governance protocols

Qualifications & Competencies

- Strong project management and reporting capability
- Excellent analytical and risk-tracking skills
- High-quality writing and executive briefing ability
- Ability to operate in complex, multi-stakeholder environments
- Strong organizational skills, accuracy, and discretion
- Familiarity with infrastructure and public-sector governance frameworks

Education & Experience

- Bachelor's degree in Engineering, Public Administration, Business, Construction Management, or related field
- Minimum of five (5) years of relevant experience
- Experience in infrastructure, capital projects, or government program coordination
- Experience preparing Cabinet- or Board-level documentation
- Familiarity with PPP, SPV, or structured financing environments is an asset

Technical Skills

- Advanced proficiency in Microsoft Office Suite
- Experience with project scheduling tools (e.g., Microsoft Project, Smartsheet)
- Ability to develop dashboards and performance reports
- Strong capability in synthesizing complex data into clear outputs

Application Process

Interested candidates are invited to submit their application, including a cover letter and detailed Curriculum Vitae to: info@projectpolaris.gd and copied to hr@mof.gov.gd & dps@mof.gov.gd

Subject Line: Project Polaris Application – Project Manager

Deadline for applications: May 31, 2026

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.