



## **ST. VINCENT ELECTRICITY SERVICES LIMITED**

### **VACANCY – FACILITIES COORDINATOR**

St. Vincent Electricity Services Limited (VINLEC) operates at multiple locations across the country, including eleven Power Station compounds, four Substations, water catchment and transfer infrastructure and administrative buildings. The Company is seeking to recruit a **Facilities Coordinator** who will have responsibility for the timely and cost-effective maintenance of VINLEC's building facilities, and for the design and construction of new civil infrastructure. This individual should be highly motivated and organized and have the ability to identify, analyze and solve problems.

#### **PRINCIPAL RESPONSIBILITIES**

The successful candidate will manage the Facilities Section responsible for the maintenance of the Company's buildings and civil infrastructure. He/she will be required to develop and implement maintenance schedules, prepare engineering estimates, and procure services for civil engineering designs related to maintenance works or new construction projects. He/she will also be responsible for managing construction services, reviewing contractors' designs, drawings, and calculations for compliance with specifications and standards, and monitoring contractors' performance on civil works. Additionally, he/she will prepare annual budgets and perform any other related duties compatible with the level of the post that may be assigned.

#### **MINIMUM EXPERIENCE AND TRAINING**

The candidate should possess a BSc in Civil Engineering, Facilities Management, or a related field, with a minimum of 3 years' experience in the field.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Proactive approach to work
- Excellent management and organisational skills
- Strong oral and written communication, and interpersonal skills
- Proficiency in computer applications, including MS Office Suite and AutoCAD

Interested applicants should submit applications, including Curriculum Vitae and contact information for two Referees, no later than **Friday, 13<sup>th</sup> June 2025** addressed to:

Manager, Human Resources and Administration  
St. Vincent Electricity Services Limited  
P.O. Box 856  
Kingstown  
St. Vincent and the Grenadines  
Email: [personnel@vinlec.com](mailto:personnel@vinlec.com)