

# Grenada Solid Waste Management Authority



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## **Vacancy Notice**

The Grenada Solid Waste Management Authority is inviting applications from suitably qualified persons to fill the position of General Manager within the establishment.

## **Job Description**

**Job title:** General Manager

**Supervision Received From:** Chair, Board of Directors

**Supervision Given To:** All subordinate staff

**Job Purpose:** To lead, manage and direct the operations of the Grenada Solid Waste Management Authority

## **JOB SPECIFICATION**

### **Qualification Requirements:**

#### **Minimum:**

- Bachelor's degree in Management (Administration, Business, Finance, Environmental, Solid Waste)
- Bachelor's degree in Civil/Environmental Engineering, Industrial Hygiene, Environmental Science, Public Health or related field
- Project Management and implementation skills
- A Master's degree in management or science fields - related to waste management would be an asset

#### **Experience**

- At least five years' experience at a Senior Management level

#### **Core Functions:**

- Strategic Management
- Human Resource Management
- Financial Management
- Relationship Management

#### **Duties and Responsibilities:**

- 1. Provide clear, focused and strategic direction and guidance for the overall management of operations within the division**
  - a) Plan, organize and direct all activities of the Grenada Solid Waste Management Authority
  - b) Ensure that waste management practices are in keeping with national, regional and international waste management standards and initiatives

- c) Advise the Board of Directors on all aspects of Solid Waste Management and on matters affecting or related to the Authority
  - d) Develop and implement a waste management plan to ensure the delivery of an effective waste management service
  - e) Revise and modify all strategic plans as necessary to reflect changing circumstances and new requirements
  - f) Coordinate the planning, designing, execution and maintenance of all projects
  - g) Design, develop and implement an efficient assessment, monitoring and evaluation system to keep track of the organization's performance
  - h) Ensure that select technologies and practices are leveraged in the planning and delivery of services
- 2. Provide leadership to, and manage the overall work performance and well-being of subordinate staff**
- a) Supervise the work of all staff employed and or assigned to the Authority
  - b) Supervise the tender, negotiations and award of all contractual arrangements in accordance with existing policies and procedures
  - c) Develop and maintain collaborative relationships with various stakeholders, government ministries as well as other national, regional and international organizations
  - d) Develop and implement/seek opportunities for capacity development programmes and initiatives for all staff
- 3. Execute all financial management responsibilities in accordance with the directives and approval of the Board of Directors**
- a) Annually develop and manage all budgets and loan funds approved by the Board of Directors
  - b) Review and update the organization's compensation management structure
  - c) Increase revenue collection through alternative avenues/opportunities
  - d) Prepare financial reports for submission to the board of directors
- 4. Manage stakeholder relations to establish and maintain strategic and efficient relationships within the division**
- a) Develop and implement public education and awareness programmes to give effect to official policy on solid waste management
  - b) Participate in regional waste management initiatives including the development of recycling programmes, environmental education models and implementation of programmes for international waste
  - c) Develop and maintain appropriate partnerships to enable efficiency in service delivery in compliance with existing policies and regulations

### **Key Outputs**

- Strategic work action plan
- Projects and programmes implemented, monitored and evaluated
- Performance management system implemented
- Evidence based reports and recommendations

- Stakeholder relations built, developed and maintained
- Documents and reports produced and delivered
- Relevant and timely advice, guidance and information provided
- High quality products and services
- Professional customer service
- Staff goals and objectives established, communicated and implemented
- Staff training, development and welfare matters addressed
- Solid waste diversion plan
- Stakeholder communication strategy

### **Performance Indicators**

- Timeliness and accuracy of advice given
- Number and quality of reports produced
- Effectiveness of communication and management strategies
- Quality of stakeholder relationships developed and maintained
- Number of capacity building programmes/initiatives
- Number and quality of action plans
- Number and quality of alternative sources of revenue
- Sustainable solid waste diversion plan
- Assessment, monitoring and evaluation strategy implemented
- 50% of stakeholder institutions educated on solid waste matters

### **Core competencies**

<b>Action Orientation</b>	Targets and achieves results, creates a results-oriented environment and follows through on action.
<b>Communication</b>	Communicates well, both verbally and in writing. Conveys and shares information and ideas effectively with others. Listens carefully and understands various viewpoints. Presents ideas clearly and concisely and understands relevant details in presented information.
<b>Creativity/Innovation</b>	Generates novel ideas. Develops or improves existing and new systems that challenge the status quo. Takes risks. Encourages innovation.
<b>Critical Judgement</b>	Exercises sound judgement in arriving at decisions, pursues objectives and finds solutions to challenges.
<b>Customer Orientation</b>	Listens to customers, builds customer confidence, and increases customer satisfaction. Ensures commitments are met, sets appropriate customer expectations and responds to customer needs. Places emphasis on

customers' needs and involves customers in the decision-making process to ensure the highest quality service.

<b>Initiative</b>	Takes action to influence events.
<b>Integrity</b>	Demonstrates personal integrity, reflecting high ethical and moral values.
<b>Interpersonal Skills</b>	Engages with others effectively and productively and establishes trust.
<b>Leadership</b>	Motivates, empowers, inspires. Collaborates with and encourages others. Develops a culture where employees feel ownership in what they do and continually improve the organisation. Focuses team members on common goals.
<b>Technical Expertise</b>	Demonstrates strong technical/ functional proficiencies and knowledge in areas of expertise. Shows knowledge of organisation business and proficiency in the strategic and financial processes, and their implications for the public service.
<b>Teamwork</b>	Knows when and how to attract, develop, reward and utilise teams to optimise results. Acts to build trust, inspire enthusiasm, encourage others and help resolve conflicts. Develops consensus in creating high performance teams.

**Specific Knowledge:**

- Knowledge of waste management legislation
- Knowledge of regional and international waste management practices and standards
- Knowledge of current trends/patterns, new theories/research within the field
- Knowledge of the latest technological practices in the field of waste management

**SPECIAL CONDITIONS**

Flexibility to work on a needs-basis outside of prescribed hours of work

**Essential Contacts:**

**Internal**

- Board of Directors
- Staff

**External**

- Government Ministries
- NGO's
- Hotels and other private companies
- Consultants

- Funding Agencies
- General Public

### **Compensation**

Salary and other benefits will be based on qualification and experience, and in accordance with the GSWMA's remuneration and benefit package.

Digital applications to [gndgswma@gswma.com](mailto:gndgswma@gswma.com) or hard copies should reach the office of the GSWMA by 12:noon on Tuesday April 23 rd , 2019 and should be addressed to:

**The Chairman**

Board of Directors

Grenada Solid Waste Management Authority

Frequente Industrial Estate

Po Box 1194 Grand Anse

St. George's GRENADA.