

VACANCIES: Project Manager and Legal Counsel – Gas-to-Energy Project

Location: Gas-to-Energy Secretariat, Georgetown
Duration: 12 months, with possibility of extension
Application Deadline: 15 October, 2025

Background:

The Government of Guyana is undertaking a landmark **Gas-to-Energy (GTE) Project** aimed at leveraging the country's natural gas resources to deliver sustainable and affordable electricity. To support the successful execution of this transformative initiative, the Gas-to-Energy Secretariat is inviting applications for 5 positions: **Project Manager (3)** and **Legal Counsel (2)**

1. Position: Project Manager

Role Summary:

Each Project Manager will provide support on the planning and implementation of the Gas-to-Energy Project, overseeing supervision teams, contractors, timelines, and stakeholder coordination to ensure successful delivery within scope, time, and budget.

Key Responsibilities:

- Prepare, manage and update project plans for multiple projects.
- Prepare Request for Proposals (RFP) including technical documents (e.g. Employers Requirements) and manage procurement processes.
- Manage contractors, consultants, and key stakeholders to ensure contract compliance.
- Monitor construction scheduling, budget adherence, and risk mitigation.
- Ensure compliance with health, safety, environmental, and quality standards.
- Prepare progress reports and present to executive stakeholders in a professional manner.

Qualifications:

- Bachelor's Degree in Project Management, Engineering, or related field; Master's Degree preferred.
- Project Management Professional (PMP) certification a plus
- Knowledge of scheduling software (Primavera or MS Project).
- Minimum of 5 years of experience, with at least 2 years in managing energy or infrastructure projects.
- Strong leadership, organizational, and communication skills.
- Familiarity with gas processing, power generation, substations/construction or combined-cycle technology a plus.

2. Position: Legal Counsel

Role Summary:

The Legal Counsel will provide legal support across all phases of the Gas-to-Energy Project, ensuring compliance, minimizing risk, and advising on regulatory and contractual matters.

Key Responsibilities:

- Draft and review project agreements (PPAs, EPC contracts, Joint Venture Agreements, etc.).
- Negotiate agreements and contracts and manage to ensure compliance
- Manage legal risks
- Provide legal guidance on contracting, licensing, land acquisition, and stakeholder agreements.
- Support dispute resolution and mitigation strategies.

Qualifications:

- Law degree (LLB or higher); must be admitted to practice in Guyana.
- Minimum of 5 years of legal experience – experience in oil/gas sector preferred.
- Strong knowledge of commercial and contract law.
- Experience working in project environments is an advantage.
- Excellent written and verbal communication skills.
- Proficient in Microsoft 365; ability to manage multiple tasks effectively.

Application Instructions:

Interested candidates should submit a detailed CV and cover letter clearly indicating the **position** being applied for (**Project Manager** or **Legal Counsel**) by **15 October, 2025** to the following address:

Gas to Energy Secretariat

c/o Office of the Prime Minister
Colgrain House
205 Camp Street
Georgetown

The Permanent Secretary
Office of the Prime Minister
205 Camp Street
Colgrain House
Tel# 225-2602
Email: alfred.king@opm.gov.gy

Only shortlisted candidates will be contacted.