



MINISTRY OF EDUCATION
CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following contractual position in this Ministry:

DIRECTOR
CAREER ADVANCEMENT PROGRAMME

JOB SUMMARY:

Under the supervision of the Chief Education Officer, the incumbent will be responsible for:

KEY RESPONSIBILITY AREAS:

MANAGEMENT AND ADMINISTRATIVE

- Directs the preparation, execution, monitoring and review of the unit's strategic and operational plans.
- Directs the activities between the schools and the National Council on Technical Vocational Education and Training (NCTVET) and other agencies with respect to the dissemination of information related to curriculum development, production and any other matters that impacts on the efficient and effective performance of programme delivery.
- Develops and implements the unit's budget to facilitate the achievement of the Career Advancement Programme's objectives.
- Establishes monitoring mechanism for the utilisation of the unit's budget ensuring that expenditure is kept within allocation; and makes recommendations/initiates changes where necessary to facilitate budget efficiency.
- Establishes the strategic operational framework through development and implementation of policies and procedural guidelines to support critical deliverables within schools offering the Career Advancement Programme relating to programme approval, planning, implementation and review.
- Develops and establishes the Expression of Interest documentation for educational providers requesting to be on the Career Advancement Programme.
- Oversees/approves the development, implementation and review of quality management mechanisms to facilitate the effective collection of data, continuous improvement and developmental interventions.
- Oversees/approves the development and implementation of scheduled quality management and performance reviews to support quality within the Career Advancement Programme.
- In collaboration with relevant stakeholders, evaluates CAP outcomes and outputs to inform improvement to programme support systems and structure.

- Oversees/approves the development and implementation of feedback mechanisms to CAP educational providers.
- Provides technical advice to the Chief Education Officer, Technical Working Committee (TWC), Principals and Chairmen of CAP Institutions and other relevant stakeholders on matters pertaining to programme performance.
- Oversees/approves the development and implementation of systems/processes to effectively manage stakeholders' satisfaction pertaining to the operations of the Unit.
- Approves, prepares and submits various reports/documents (including performance/status reports) relating to the functions of the unit on a monthly, quarterly, half yearly and annual basis.
- Establishes close working relationship and interfaces with the TVET delivery system, including the National Council on Technical Vocational Education and Training (NCTVET) HEART Trust NTA and City and Guilds Jamaica.
- Ensures adherence to the Ministry's policies regarding Technical Vocational Education and Training.
- Oversees/approves procedural documents and budget considerations relating to major calendar activities for the year to include:
 - Pre-examination seminar
 - Stakeholder consultations
 - General sessions (i.e. Principals, Coordinators, Teachers, etc)
 - Participation of CAP schools in National TVET Quality Awards Function
 - Diagnostic assessments
 - Regional Recruitment Fairs
- Oversees and approves the technical assistance and support services required for educational providers within the Career Advancement Programme.
- Oversees/approves the development of the Quality Management plan in accordance with Quality Management Framework to include critical deliverables such as Quality management reviews, performance reviews and targeted quality management evaluations.
- Establishes and guides the development of the TWC Sub-committee's Terms of Reference and subsequent reporting.
- Develops and establishes operational plan and reporting mechanism for Lead Technical Development Officer.
- Represents the unit/Ministry on internal and external working groups/committees; and at local, regional and international meetings, conferences and other fora as required.

TECHNICAL LEADERSHIP AND SUPPORT

- Provides guidance and/or participates in the designing, strengthening and implementation of quality management system for the Career Advancement Programme personnel.
- Provides guidance and/or contributes to the development and review of quality management manuals/quality management systems for the MOE CAP training delivery system.
- Develops and/or reviews quality management documents (manuals, guides, templates) to support the work of the Unit; and keep stakeholders consistently informed of current development in the area of Technical Vocational Education and Training
- Directs and or conducts research for current developments/best practices in Technical Vocational Education and Training and provides relevant feedback/recommendations to the Ministry of Education associated personnel.

- Approves, recommends and guides the development of inputs relating to training and assessment, certification, enrolment, work experience and Apprenticeship initiatives.
- Oversees, approves and guides the capacity building and competencies of staff within the Career Advancement Programme to enhance:
 - The technical expertise of the MOE CAP Team
 - The competencies of staff of participating schools within the Career Advancement Programme

TRAINING ADMINISTRATION

- Oversees the evaluation of institutions' training courses and recommends modification(s) where necessary to satisfy industry needs and national priorities based on labour market demand and emerging skills.
- Directs MOE CAP personnel in the compilation of all databases within the Career Advancement programme to include Applications, Enrolment, Completers, Certification and Work Experience.
- Oversees the establishment of systems to ensure the registration, verification and exam validity and certification are consistent with the standards of the external examination bodies.
- Oversees the management and co-ordination of activities with Career Development Services and the proposed school for the recruitment of students to meet the enrolment and training targets of the unit.
- Oversees and guides the co-ordination and management of the monitoring inputs of MOE CAP technical team in the infusion of Entrepreneurship, STEM, Career Development, ICT and communication enrichment outcomes.
- Directs and supports the liaison mechanisms with partnering stakeholder agencies in the facilitation of work experience, work study and Apprenticeship interventions and outcomes.

COMMUNITY OUTREACH AND PARTNERSHIPS

- Promotes TVET in MOE schools and other educational providers by explaining training benefits and defining areas of opportunities within the Career Advancement Programme.
- Promotes and represents the image and branding concept of a repositioned and rebranded training programme.
- Promotes the Career Advancement Programme based on assigned promotional activities at the local, regional and national level.
- Oversees and approves the Marketing and Communication initiatives within the Career Advancement Programme.

RECORD KEEPING

- Oversees and approves the accurate reports based on assigned responsibilities in a timely manner.
- Establishes reporting mechanisms in an effort to secure accurate data relating to student, academic staff and operational records.
- Guides and approves record management procedures within the Career Advancement Programme.

HUMAN RESOURCE MANAGEMENT

- Provides leadership and guidance to the Department through effective planning, delegation, communication, training, mentoring and coaching.
- Guides the preparation, and monitors the implementation of the MOE CAP team work plans to ensure achievement of critical deliverables within the programme.
- Monitors and evaluates the performance of Unit staff; prepares and conduct performance appraisals; recommends training/developmental interventions; or other appropriate interventions where necessary.

KNOWLEDGE REQUIREMENT

- Strategic Planning
- Planning Methodologies
- Budget preparations
- Government Procurement Guidelines
- Understanding of various TVET systems
- Understanding Quality Management Systems in Education
- Familiarity with the tools, concepts and methodologies of quality management
- Policy development
- Proposal writing
- Quantitative/Qualitative Research and Evaluation Methods
- Statistical Analysis, Data Collection and Sampling Techniques
- Monitoring and Evaluation
- Requirements/ Standards of accrediting bodies

KEY COMPETENCIES

- Training in Human Resources Management
- Training in Project Management
- Knowledge of Supervisory Management, Principles and Practices
- Knowledge of Quality Management Systems and Practices
- Knowledge of Monitoring and Evaluation
- Knowledge of Jamaican job market and entry level job requirement

MINIMUM QUALIFICATION AND EXPERIENCE:

- Master's Degree TVET Administration, Educational Leadership or its equivalent
- Certificate in Project Management or Equivalent
- At least ten (10) years' experience in TVET or Education Field or related field
- At least three (3) years' experience at the Management Level in TVET Education, Leadership or Planning

REMUNERATION PACKAGE PER ANNUM:

Salary Scale - \$3,076,875 – \$3,657,438 per annum

Interested persons are invited to submit an application with résumé no later than **Friday, May 22, 2015** to the address presented below.

**Director – Human Resource Management
Ministry of Education
2- 4 National Heroes Circle,
Kingston 4**

OR

Email: jobapplications@moey.gov.jm

Subject: “Director - CAP”

We thank all applicants for expressing an interest; however, only short listed candidates will be contacted.