



**Jamaica Tertiary Education Commission
JOB DESCRIPTION**

JOB TITLE:	Director Standards and Regulation
JOB GRADE:	Level 9
DIVISION SECTION:	Standards, Regulation, and Institutional Support
REPORTS TO:	Commissioner/Executive Director
SUPERVISES DIRECTLY:	Institutional Monitoring Officers Administrative Assistant

Job Purpose

Under the general direction of the Commissioner/Executive Director, the Director, Standards, Regulation, and Institutional Support is responsible for planning, organising, and directing the work of the Standards, Regulation, and Institutional Support Division. In accordance with the mission and mandate of Jamaica Tertiary Education Commission (J-TEC), this position manages the registration of private tertiary and post-secondary institutions, monitors the institutions for compliance with standards; and provides support for developing capacity. The incumbent is also responsible for supporting the development and implementation of the National Qualifications Framework (NQF).

Key Outputs

1. Divisional Work Plan and budget developed and operationalised
2. Workplan developed and implemented
3. Registration process managed
4. Register of Licensed Tertiary Institutions maintained
5. Monitoring plan developed and implemented
6. Staff Performance managed

Key Areas of Responsibility

Technical/Professional

1. Evaluates project proposals from private tertiary and post-secondary institutions to determine the extent to which the proposals align with the Ministry of Education, Youth and Information's strategic direction for tertiary education; recommends action for compliance where necessary.

2. Oversees programme for strengthening institutional capacity; monitors and guides institutional strengthening process through reports and self-studies; makes recommendations for provisional registration to the Commissioner/Executive Director.
3. Ensures maintenance of the Register of Licensed Tertiary Institutions by:
 - a) Ensuring the ongoing development, and maintenance of a database for tertiary institutions.
 - b) Making certain that the database is updated at each stage in the registration process;
 - c) Directing the licensing process for those institutions accredited by the University Council of Jamaica.
 - d) Supporting the evaluation and placement of qualifications on the Qualifications Register of Jamaica (QRJ).
 - a) Monitoring the environment to identify changes which could influence the efficacy of the National Qualifications Framework of Jamaica.
 - b) Recommending modifications as required.
4. Maintains professional development to meet the changing demands of the job, participates in appropriate training activities and encourages and supports staff in their development and training.

Managerial and Administrative Responsibilities

5. Develops the Division's Work Plan and budget and ensures the effective and efficient use of resources.
6. Monitors and reviews the performance of the Division to ensure its agreed performance targets are met.
7. Provides day to day leadership and direction in the development and continual performance improvement of the Division.
8. Ensure that all required processes, systems and controls are in place within the Division to enable effective and efficient achievement of objectives.
9. Ensures that appropriate communication and knowledge management systems are in place within the Division and with other internal or external bodies to facilitate the sharing of relevant information in an accurate and timely manner.

Human Resource Management Responsibilities

10. Provide leadership to staff through effective objective setting, delegation and communication.
11. Creates an effective, goal directed work team to achieve the Commissions objectives and targets.
12. Provides guidance to staff through coaching, mentoring and training.
13. Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Public Sector.
14. Manages the development and performance of staff through the implementation of the Government of Jamaica Performance Management and Appraisal System.

Other

15. Performs other related duties and responsibilities as may be determined by the Chief Executive Officer from time to time.

Performance Standards

1. Division's Work Plan produced consistent with the Commission's goals and communicated clearly to all levels of staff
2. Budget developed within required timelines
3. The registration of institutions conducted within the agreed timelines, and in accordance with established policies and procedures
4. Register of Licensed Tertiary Institutions up-to-date, accurate, maintained in the required format
5. Employee performance is managed following the guidelines of the Performance Management and Appraisal System

Required Competencies

1. Expert knowledge of the legal and regulatory framework governing the operations of tertiary institutions in Jamaica;
2. Expert knowledge of development of standards
3. Sound knowledge of the principles and practices of management
4. Strong client focus orientation
5. Strong ability to achieve expected results through people
6. Excellent inter-personal skills
7. Excellent written and oral communication skills.
8. Proficiency in the use of relevant information technology applications

Internal and External Contacts (specify purpose of significant contacts)**Within the Jamaica Tertiary Education Commission**

Contact (Title)	Purpose of Communication
All Divisional Heads	To provide and receive information

Contacts external to the organisation required for the achievement of the position objectives

Contact	Purpose of Communication
Senior Staff in the Ministry of Education	For consultation
Managers and staff – University Council of Jamaica	To provide advice and receive information
Presidents/Principals/Head of	To provide advice and receive information

Contact	Purpose of Communication
Jamaican tertiary institutions	
A diverse group of experts/consultants (specialists in academic, technical and professional areas)	To receive expert advice and guidance
International tertiary regulatory entities	For consultation and advice
Ministry of Labour and Social Security	For consultation on workforce issues

Minimum Required Qualification and Experience

A Masters Degree in Education or related discipline with at least five (5) years related work experience of which two (2) should be at the Managerial level

OR

BSc Degree in Education or the Social Sciences with at least ten (10) years related work experience of which three (3) should be at the managerial level

Specific Conditions

The post requires the incumbent to travel across the island.

The incumbent is required to possess a valid driver's license and reliable motor car

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised