



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Assistant Education Policy & Planning Officer
MINISTRY: Education, Youth, Culture, Social and Library Services
LOCATION: Grand Turk

JOB SUMMARY:

The Assistant Education Policy and Planning Officer assists the Head of the Education Policy and Planning Unit in developing, implementing and monitoring the Strategic and Business Plans and developing and reviewing organization and departmental policies. Functions also include research activities which involve collecting, analyzing and compiling data on social, economic and policy issues that impact the T.C. I. education system.

KEY DUTIES AND RESPONSIBILITIES:

1. Assists in developing, implementing and monitoring the Strategic and Business Plans of the Ministry in collaboration with other key personnel
2. Assists in developing appropriate policies and plans which affect the Education System of TCI
3. Collects, analyses and compiles data on social, economic and policy / political issues
4. Prepares working papers, reports and briefs designed to aid in the process of planning, policy formulation and problem solving
5. Reports to the Head on developments and changes in legislation, regulation and international standards and other relevant research
6. Assists in the Develop of indicators for monitoring of policies, programmes and projects.
7. Prepares evaluation reports on the performance of the various programmes and the education system overall.
8. Assists the Policy and Planning Unit Manager in the production of the Education Sector Plan
9. Assists with the regular review of policies using information provided through the Monitoring and Evaluating processes
10. Adheres to all Public Service codes, rules and regulations
11. Performs other related tasks as assigned by Supervisor





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MINIMUM QUALIFICATIONS & EXPERIENCE:

QUALIFICATIONS:

Bachelor of Science degree in a Social Science or Bachelor of Education Degree, preferably with Policy Development, Research, Evaluation, Project Management or Public Sector Management

EXPERIENCE:

A minimum of two (2) years' work experience in policy development, planning, research and evaluation **OR**

Four (4) years' experience as a Teacher **OR** in the Education Sector

SALARY – Grade 7 \$54,670.00 per annum

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

