



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

JOB TITLE:	CVQ Coordinator
MINISTRY:	Education, Youth, Sports & Culture
DEPARTMENT:	Education Department (Secondary Schools)
LOCATION:	Providenciales (Secondary Schools)

JOB SUMMARY:

To coordinate, implement and assure quality of CVQ assessment, certification and accreditation processes across secondary schools; to liaise with stakeholders to promote competency-based vocational programmes and certification and to ensure compliance with regional standards and policies.

KEY DUTIES AND RESPONSIBILITIES:

- Manage day-to-day administration of CVQ assessment and certification programs.
- Coordinate scheduling, recruitment, training and deployment of assessors and moderators.
- Ensure assessment instruments and processes meet Caribbean Vocational Qualifications standards.
- Oversee candidate registration, results processing, certification issuance and record-keeping.
- Conduct internal quality assurance, sampling and moderation of assessments.
- Facilitate accreditation and reaccreditation activities for training providers and assessment centres.
- Develop and maintain Standard Operating Procedures (SOPs) and policy guidance for assessment activities.
- Coordinate and oversee the implementation of Department-approved practical and technical education programmes in schools, ensuring alignment with national education priorities and competency-based learning objectives.
- Collaborate with TCICC, the Curriculum Unit, Secondary and Primary schools to ensure alignment between CVQ programmes, national curriculum standards, and competency-based vocational learning pathways.
- Monitor regional and national compliance with policies, legislation and quality frameworks.





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- Provide technical support and capacity-building workshops for assessors, trainers and providers.
- Maintain stakeholder relationships with employers, industry bodies, training institutions and ministries.
- Collect, analyse and report data on assessment volumes, pass rates, turnaround times and program impact.
- Implement corrective actions and continuous improvement plans based on quality reviews and feedback.
- Manage budgets, procurements and contracts related to assessment activities within delegated authority.
- Handle enquiries, appeals and disputes related to assessment and certification in accordance with policy.
- Represent the organization at regional meetings, working groups and external forums as required.
- Support the development and review of competency standards and assessment tools in collaboration with technical committees.
- Perform other related tasks as required

MINIMUM QUALIFICATIONS & EXPERIENCE:

- A bachelor's degree in a relevant academic discipline
- A teacher's certificate or diploma (Note: The certificate or diploma may be encompassed in the degree).
- A master's degree in a relevant specialization is desirable.
- Minimum 3–5 years' experience in vocational education, competency-based assessment or certification program coordination. Experience with regional qualification frameworks and stakeholder management preferred.
- Proven track record in quality assurance, accreditation processes or assessor training

SALARY: Grade 8.1 \$64,985 per annum

For persons recruited outside of the Turks & Caicos Islands a two-year extendable contract is offered. Other benefits in addition to basic salary include a Housing Allowance, End-of contract gratuity of 6%, return passages for a family of up to two children under the age of 18 years, freight cost and duty exemption on personal effects imported within six months of the appointment.

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





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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.

