



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Career Advancement & Program Co-Ordinator

MINISTRY: Education, Youth, Sports and Culture

DEPARTMENT: Scholarship Unit

LOCATION Providenciales (At the discretion of the Deputy Governor
maybe transferred to another Island)

JOB SUMMARY:

The Career Services & Program Co-ordinator will have primary responsibility for the management, coordination and oversight of the Turks I Caicos Islands National Internship & Apprenticeship Program (TCINIP). The incumbent will also lead on providing student support services, which will include a slate of mentoring, coaching, networking and support services to all returning students post studies to ensure a seamless transition into the TCINIP or the world of work.

KEY DUTIES AND RESPONSIBILITIES:

Planning and Coordination of the TCINIP:

- Complies with strategies and procedures governing the TCINIP program and ensures that the program is operating at maximum efficiency.
 - Documenting this, SOPS, On-boarding of internship and apprentices, reviewing of applications
 - Orientation and induction for our employers
- Maintains Budget and track expenditure.
 - Monthly reports given
- Develops and maintains a Communications & Promotion Strategy in relation to the Career Services and the TCINIP.
 - Outside support for this
 - Application part of it
 - Scholarship Unit website
- Coordinates and collaborates with internal and external stakeholders to ensure program success.
 - Scholarship Unit
 - DPS and PS
- Provides reports and analysis on the program, and make recommendations for the future improvements.
 - Monthly reports
 - Post-mortem reports to the policy
 - Policy formally updated now – what steps to need to take
 - Committee to help review





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- How are we going to do it
- Evaluates the effectiveness of the program and new methods aimed at improved efficiency
- Develops and maintains program related databases and data collection.
 - Speaking with patternson on how to we could this going forward
 - SOP and scholarship
- Launch a TCINIP Alumni program and by laws, to track participants and help to promote the program.
 - Medium Term
 - Pins
 - Link to the scholarship unit and promotional stratgey
- Planning and hosting ongoing job readiness workshops and other networking gatherings for the TCINIP alumni and conducting outreach to alumni to keep them engaged and connected.
 - Professional Mature Event – Past Apprentice and Future Apprentices
 - Learning across the lifespan – high school students, college students
 - Exentsive promotions with our tcicc 90% registrations
 - Colloborations with the community college
 - Build a relationship with them.
 - Job rediness with the soft skills
- Communicates and provides updates to parents/guardians of the internship program.
 - SOP induction
- Develop a handbook for students and parents that clearly outlines expectations and policies of the TCINIP.
 - Communication strategy
- Develops and maintains the application process for internship and apprenticeship program.
- Works with TCIG Training & Development Unit or Private Sector Consultant to develop and keep current a curriculum and training plan designed to provided the necessary scaffolding and skills for students embarking on the internships and considering career paths.
 - Stakeholder
 - Stakeholders for the Training Manager - HR Julianna
 - Link to the job readiness
 - Curriclium – the goals and the achievement
- Conducts interim and exit interviews with interns, apprentices and partners to measure efficiency of systems

Student Support Services:

- **Objective: Bond Applicants, how can we facilitate a meeting with them regarding the opportunities they need to take in order for them to be apart of it. Career and Coaching**
- Provides comprehensive career planning services to students to encourage and guide students to define and develop realistic career goals.
- Engages students in career planning assessments to garner critical information to support the comprehensive student support process.





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- • Develops, updates, and implements career development activities that support programs in exposing students to opportunities in their career field, including focusing on career, continuing education, and certification and providing recent completers with job leads and career opportunities, and for ensuring program participants have a documented plan prior to program completion
 - **Objective: Bond Applicants, how can we facilitate a meeting with them regarding the opportunities they need to take in order for them to be apart of it. Career and Coaching**
 - **Brain Food TCI**
 - **Experts in the field**
- • Provides all enrolled students with individualized mentoring, coaching and support services, inclusive of mock interviewing, resume writing, complete an application for employment, and search for a job and interview; connects students with appropriate internship, apprenticeship or appropriate permanent employment.
- • Researches careers, pathways and labour market information to assist in achieving program objectives and returning students.
 - Level of engagement with returning students
 - Case Files
 - What Is our SOP for each students for support with each students
 - Setting up the students for success
 - What are their responsibilitie, job interviews, application writing
 - How can we communicatee this
 - HR Specialist is needed to build out this part of the program. What it is going to look like.
 - Apprenticeship could be done with all the
 - Approrptiate living wage for the apprenticeship
- • Coordinates and hosts orientation events for returning students, aimed at providing critical information, guidance and support for the return home process.
- • Systematically liaises with other governmental and private sector organizations as necessary to advance the agenda of the student support services initiative.
- • Develops and keeps current promotional material advising on the range of services available by the Career Services team for returning students.
- • Develops and implements a communication and promotions strategy to advise on the support services available.
- • Participates in orientation programs to ensure that students understand bond agreements and the process and expectations post completion of studies.
- • Develops, and manages a comprehensive Bond Agreement database, to proactively engage and track students.
 - Tracey Outten can assits
- • Engages with the relevant agencies to ensure Bond Agreement compliance and take appropriate actions against bond signatories that fail to uphold the terms of the Bond Agreement.
 - When does that trigger
 - SOPS





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- Engages and collaborates closely with the Human Resource Management Directorate, to notify of returning students, establish appropriate vacancies as well as explore apprenticeship placements to ensure appropriate gainful interim or fulltime employment.
- Engages and collaborates closely with the Employment Services Department to ensure returning students are registered and to connect graduates with job opportunities.
- Collaborates with major partners to plan and host an annual career fair in effort to promote the work of the career services and connect students with potential employers
 - Career Fair
 - Make it Grand
 - Map it out

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Qualifications: BA Degree in Business Management, Human Resources, Public Relations, Guidance & Counselling, Psychology, Project Management or a closely related field.
- Experience: 3 to 5 years' experience in similar program coordination and support services work environment or closely related field.

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 contact





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