



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: DEPUTY DIRECTOR

MINISTRY: EDUCATION, YOUTH, SPORTS AND CULTURE

DEPARTMENT: EDUCATION

LOCATION: The job location is based at the discretion of Head of Department may be relocated to another part of TCI

JOB SUMMARY:

This managerial position is responsible for the implementation of the Education Ordinance, the management of the Education Department and the administration of pre-primary, primary and secondary school systems. The job holder is required to assist with the design and review of curricula, effect policy formulation, ensure that the regulations of the Education Ordinance are obeyed, oversee the daily operations of the various offices and coordinate the annual registration of students for public schools.

KEY DUTIES AND RESPONSIBILITIES:

- Assist the Director with the implementation of the Education Ordinance and Regulations
- Assist with the administration of pre-primary, primary and secondary schools
- Contribute to the design and review of school curricula
- Assist with formulation of education policy
- Make recommendations to the Director regarding amendments to the Education Ordinance and Regulations
- Actively support the development of effective school improvement strategies
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- Assist with the enforcement of regulations and standards in school facilities
- Supervise and manage the Zone I office in Grand Turk
- Maintain system-wide school textbook inventory
- Oversee the procurement of textbooks
- Contribute to the administration of the Caribbean Primary Exit Assessment (CPEA)
- Liaise with external agencies on school competitions and expositions
- Assist with HR matters, including recruitment and disciplinary matters.
- Coordinate and where necessary facilitate training for department staff and teachers





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- Assist the director with liaising with the Public Works Department to ensure that required repairs are performed in school facilities
- Assist the Director with preparation of the annual budget estimates
- Assist the Director with ensuring budgetary compliance
- Prepare reports regarding school performance with recommendations for improvements
- Coordinate School Managers' Conference
- Design and implement strategies to recruit high school graduates into the teaching profession
- Prepare the schools' annual calendar of events
- Respond to correspondence as directed by the Director
- Assist in the preparation of the School Management Handbook
- Assist the Director in Liaising with external agencies such as C.X.C and UNICEF
- Liaise with the private sector regarding sponsorship for educational events and projects
- Attend workshops, meetings and seminars as required
- Adhere to all Public Service codes, rules and regulations
- Perform other related tasks as assigned

QUALIFICATIONS AND EXPERIENCE:

Qualifications:

- At least a Master's degree in education administration, or related field.

Experience:

- The position requires:
- A minimum five (5) years of teaching experience; and
- at least five (5) years relevant experience in school management or education management at a middle management level and demonstrated experience in people management and working with children and young people

COMPENSATION:

SALARY – Grade 10.1 \$87,398 per annum

APPLICATION PROCEDURE:





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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, a copy of the Passport photo page and Police Certificate/Record. Applications should be addressed to the Office of the Human Resource Directorate, Church Folly, Grand Turk.

Successful applicants will work in accordance with the Public Service Ordinance.

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.

