



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: DIRECTOR

MINISTRY: EDUCATION, YOUTH, SPORTS AND CULTURE

DEPARTMENT: CULTURE & HERITAGE

LOCATION: GRAND TURK/ PROVIDENCIALES

JOB SUMMARY:

The Director of Culture has lead responsibility for the development, implementation and ongoing monitoring and evaluation of the National Culture and Heritage Policy and Strategy of the government of the Turks and Caicos Islands. Working closely with senior government officials and the Culture Advisory Board, the Director will forge the necessary partnerships with key stakeholders, including the National Trust and the National Museum, to develop and implement a joint work plan to support the mandate of the Department and the Government.

KEY DUTIES AND RESPONSIBILITIES:

1. Lead and motivate the staff of the Department of Culture in implementing the National Culture and Heritage Policy and Strategy, assuming overall responsibility for its implementation, monitoring and evaluation and corrective feedback, where required. Ensure that high standards, consistent with the objectives of the Culture Department, are maintained.
2. Lead the development of dialogue with key stakeholder agencies, organizations and individuals in order to implement the national policy and strategic plan and support the increased awareness, engagement and involvement of the people of the Islands in the preservation and expansion of culture, heritage and the arts through strategic and purposeful actions
3. Establish and promote standards of excellence in the exhibition of art and culture and direct the development, promotion and growth of arts and cultural activities in all facets of the public and private lives of Islanders
4. Implement tangible work programmes to enable the archiving, preservation, promotion and protection of national culture and heritage and the growth and





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conservation of the arts as key resources in social cohesion and national development

5. Supervise the conduct of research and the development of appropriate national systems to ensure recording and archiving of artistic and cultural expressions, tangible and intangible cultural heritage
6. Design, develop and manage national programmes to support education, training and capacity building in relation to arts, culture and heritage and the mainstreaming of these influences in national life
7. Provide strategic leadership to the department in implementing programmes of support to creation and production of cultural content, its exhibition and dissemination
8. Direct the planning, development and operation of Cultural Centres and Heritage Parks as important cultural and heritage assets on behalf of the government and the people of the TCI in consultation with key stakeholder agencies, organizations and individuals,
9. Provide strategic advice to the government on mechanisms for optimal institutional support and sustainable financing of the arts, culture and heritage
10. Create work plans, (including the Department's annual work plan) for the management of human and financial resources, in a manner consistent with the Department's mandate
11. Manage the Department's operational budget and implement accounting policies
12. Coordinate meetings of the Advisory Board(s)
13. Recruit, supervise and evaluate the staff of the department, and short-term consultants as may be required
14. Lead the conceptualization and building of teams to support the planning and execution of national competitions and cultural and heritage events that are initiated and undertaken by the Culture Department
15. Engage sponsors and media producers (including digital and social media) to support the promotion of activities planned and presented by the Department
16. Adhere to all Public Service codes, rules and regulations





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17. Perform any other related duties in relation to departmental responsibilities as assigned by the Permanent Secretary

QUALIFICATIONS AND EXPERIENCE:

- The job holder should have a Master's degree in History, Politics, International Relations, International Development, Cultural Studies, Heritage Studies, Social Studies or the equivalent.

Experience:

- The job holder must have a minimum of seven (7) years' experience in the field; and
- three (3) years of Senior level work experience in developing and managing public programs, accounting and budget management
- Demonstrated knowledge and experience of the Culture and Heritage of the TCI
- Experience in the Civil service would be an asset

COMPENSATION:

SALARY – Grade 9.1 \$75,363 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, 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.





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

