



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: YOUTH AFFAIRS

LOCATION: GRAND TURK

JOB SUMMARY:

The Deputy Director of Youth Affairs supports the Director in the leadership and management of the Department of Youth Affairs. The post-holder assists in the development, coordination, implementation, and monitoring of youth programmes and policies, with a focus on operational effectiveness, inter-agency collaboration, and regional alignment. The Deputy Director provides day-to-day oversight of programme delivery, supervises staff, and ensures the efficient execution of the department's strategic and operational plans.

KEY DUTIES AND RESPONSIBILITIES:

1. **Strategic and Operational Support**
 - a) Assist the Director in the development and implementation of the National Youth Policy and Strategic Plan.
 - b) Assist in the development and management of operational plans and the youth affairs budget, ensuring resources are allocated effectively and efficiently.
 - c) Monitor and evaluate the progress of youth programmes, identifying opportunities for improvement.
2. **Programme Management**
 - a) Oversee the execution of approved youth programmes and activities across the islands.
 - b) Supervise Youth Officers and support staff to ensure quality service delivery.
 - c) Provide technical support for project implementation and reporting.
3. **Stakeholder Engagement**
 - a) Facilitate collaboration with government agencies, NGOs, private sector, and regional partners to support youth development initiatives.





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b) Participate in relevant meetings and committees and represent the department as required.

c) Assist in the development and management of grant proposals and applications for youth programmes.

4. Youth Advocacy and Engagement

a) Promote active youth participation in development, governance, and civic activities.

b) Assist with the facilitation of youth consultations, forums, and leadership initiatives.

5. Policy and Compliance

a) Assist in the development of youth policies, regulations, and guidelines, ensuring they are aligned with national and international best practices.

b) Ensure departmental operations comply with government procedures, financial guidelines, and public service regulations.

6. Reporting and Administration

a) Prepare reports, briefs, and updates for the Director, Deputy Secretary, and Permanent Secretary.

b) Manage records and documentation relating to youth programmes and projects.

7. Other Duties

a) Act as Director in the absence of the substantive post holder.

b) Perform other related tasks as assigned.

c) Adhere to all Public Service codes, rules and regulations

d) Perform any other related duties in relation to departmental responsibilities as assigned

QUALIFICATIONS AND EXPERIENCE:

- A bachelor's degree in Youth Development, Social Work, Public Policy, Education, or a related discipline.
- At least 3 to 5 years' relevant experience in youth development, programme coordination, or social services, and;
- A minimum of A minimum of 2 years in a supervisory or mid-management role
- Strong experience working with youth, community engagement, and programme evaluation.
- Experience in the Civil service would be an asset





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COMPENSATION:

SALARY – Grade 8.1 \$64,985 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.

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

