



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:	Ministry of Home Affairs, Religious Affairs and Transportation
DEPARTMENT:	Department of Family and Children Services
LOCATION:	Providenciales

JOB SUMMARY:

The Director of Family & Children Services provides national executive leadership for the planning, administration, and delivery of children, family welfare, safeguarding, and early-intervention services across the Turks and Caicos Islands. The role leads a multidisciplinary department responsible for child protection, family support, foster care services, youth care, early help, safeguarding, and community-based interventions.

The Director ensures that services meet statutory obligations, adhere to national policies, follow international best practices in social work and child protection, and deliver high-quality, cost-effective outcomes for vulnerable families and children. The post holder drives strategic reform, oversees departmental performance, manages high-level partnerships, and ensures compliance with all governance, ethical, and financial requirements

KEY DUTIES AND RESPONSIBILITIES:

A. Strategic Leadership & Governance

- Provide executive leadership for all family and children services programs including child protection, assessment, safeguarding, early intervention, and family support.
- Develop and implement long-term strategic plans that align with Government priorities and the Ministry's social development objectives.
- Lead policy formulation, legislative development, and strategic reforms to improve child and family outcomes.
- Ensure systems of governance, accountability, and performance monitoring are in place across all service units.





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- Drive culture change toward continuous improvement, innovation, and service excellence.

B. Service Management & Delivery Oversight

- Oversee national child safeguarding, case management, family services, and welfare programming, ensuring high service standards and compliance with national and international requirements.
- Ensure integration and coordination of service delivery across social work, education, early help, and community support.
- Direct research, data collection, and evaluation to guide planning, service improvements, and social policy development.
- Monitor service performance against KPIs, regulatory standards, and operational plans, implementing improvements where necessary.

C. Safeguarding & Statutory Functions

- Ensure the Government meets all safeguarding obligations for children, youth, and vulnerable families.
- Oversee Child Protection investigations, risk assessments, and compliance with legal frameworks.
- Act as chief advisor to the Ministry on high-risk, politically sensitive, or media-sensitive child welfare cases.

D. Partnership Building & External Relations

- Build and sustain partnerships with schools, NGOs, faith-based groups, regional agencies, law enforcement, health services, and international organizations.
- Represent the TCI Government on national, regional, and international committees related to children and family welfare.
- Promote interagency collaboration to support joint safeguarding, early help, and family intervention initiatives.

E. Financial & Resource Management

- Lead departmental budgeting, resource allocation, and financial stewardship in accordance with Public Service and Financial Regulations.
- Oversee grant funding, donor partnerships, and financial accountability for funded projects.
- Ensure strong financial controls, pressure-area monitoring, and cost-effective use of funds.





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F. Organizational Leadership & Staff Management

- Provide executive oversight for senior managers, social workers, family support teams, and administrative units.
- Build a high-performance culture emphasizing professionalism, ethics, child-centered practice, and continuous learning.
- Ensure appropriate training, capacity building, and professional development for staff.
- Uphold strict confidentiality, safeguarding conduct, and adherence to the Public Service Code of Ethics.

G. Crisis Management & National Response

- Serve as a key member of the National Disaster Response Team with responsibility for vulnerable populations and welfare distribution.
- Lead departmental response to emergencies involving children and families, ensuring continuity of care.

Core Competencies :

Executive Leadership Competencies

- Strategic visioning & policy leadership
- High-level decision-making & risk management
- Political and cultural awareness
- Ethical, transparent, accountable governance

Professional Competencies

- Expertise in child safeguarding and family welfare systems
- Strong financial and resource management
- Advanced interpersonal, negotiation, and communication skills
- Ability to lead organizational and cultural transformation

Behavioral Competencies

- Integrity, equity, and accountability
- Collaboration and partnership-building
- Innovation, adaptability, and problem-solving
- Commitment to service excellence and child-centered practice





Required Qualifications

Education

- Master's degree in Social Work, Child & Family Studies, Psychology, Social Policy, or a closely related field (required).
- Advanced leadership, public administration, or policy training (preferred).
- Evidence of continued professional development in safeguarding, social work leadership, or related areas.

Experience

- 8–10 years of progressive leadership experience in social services, child protection, or family welfare, including at least 3–5 years at a senior or executive management level.
- Demonstrated success leading complex multidisciplinary teams in a public sector or regulatory environment.
- Experience in strategic planning, policy development, budget management, and organizational change.

SALARY: Grade 9.1 - \$75,363.00 per annum

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Covering Letter and National Turks & Caicos Islander Status Card (where applicable) or a photocopy of your passport photo page.

Two letters of reference will be required for all shortlisted candidates, together with copies of educational certificates. Any criminal record should be declared, and further checks will be carried out on shortlisted candidates. (A Police Certificate is required if available in Country of Applicant)

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current TCI Government serving officers must apply through their Head of Department.





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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.

