



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Learning and Development Manager

DEPARTMENT: Learning and Development Directorate

MINISTRY: Office of the Deputy Governor

LOCATION: Providenciales

JOB SUMMARY:

The Learning and Development Manager leads the operational execution of the Directorate's training strategy. The role is responsible for the daily administration of the Learning Management System (LMS), the coordination of service-wide training logistics, and the management of a cross-ministerial Community of Practice to ensure professional development efforts are coordinated and impactful across the Public Service.

TASKS AND RESPONSIBILITIES:

The Learning and Development Manager acts as the technical lead for the implementation and operational management of learning initiatives, ensuring that all professional development activities are delivered consistently. Specific tasks include:

- Lead a network of representatives from each ministry to coordinate training efforts and identify shared needs across the Public Service.
- Lead the annual Training Needs Assessment for the Public Service, managing the data collection and analysis process.
- Lead and facilitate internal training sessions and workshops.
- Oversee the quality of all learning programmes and interventions delivered by the Directorate.
- Research and evaluate training providers, and manage procurement to ensure value for money.
- Serve as the lead administrator for the Learning Management System, overseeing user accounts, enrolments, and technical support, and generating weekly, monthly, and quarterly reports on course completion, user engagement, and training trends to support decision-making.
- Review participant evaluations and feedback to assess training effectiveness and identify opportunities to improve programmes.
- Track monthly expenditure, providing cost forecasts for annual budget proposals, and reporting on financial performance.
- Assist with the development, review, and implementation of learning and development policies, frameworks, and procedures.





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Perform other related duties as assigned

QUALIFICATIONS & EXPERIENCE:

Qualifications:

- This position requires the holder to have a bachelor's degree in a relevant field (e.g., learning and development, Human Resource Management or Education) A postgraduate qualification (e.g., a master's degree or postgraduate diploma) in a relevant field is strongly desirable at this level.
- A recognised training or instructional certification (e.g. CIPD or SHRM) is desirable.

Experience:

A minimum of five (5) years experience in learning and development, including at least three (3) years in a managerial or senior leadership role.

SALARY: Grade 8.1 - \$64,985.00 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. 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 supporting documents will not be processed

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

