

Ministry of Education

VACANCY

Applications are invited from suitably qualified persons to fill the position of

Standards and Promotions Officer in the TVET Secretariat

JOB OBJECTIVE

The Officer will work closely with the Chief Executive Officer towards the realisation of the mandate of the TVET Secretariat.

The Officer manages the standards development and approval/adaptation process and promotional functions of the Council Secretariat. The SPO also provides leadership in the development of competency standards, in the realisation of promotion and marketing activities that are necessary to achieve the overall objectives of the TVET Council.

Minimum Qualifications, Experience and Competences:

Required Qualifications:

- ❖ First degree in Education or Technical Vocational Education or equivalent
- ❖ Specialised training in Occupational Analysis & competency Based Standards Development
- ❖ Training in communications, marketing, and promotion

Experience that would be an Asset:

- ❖ Experience in Occupational Research and Standards Development
- ❖ Training in Lead Group and Standards Development.

Key Competencies

- ❖ Develop occupational standards
- ❖ Analyse competency requirements
- ❖ Coordinate research and analysis

- ❖ Assist and train users (of standard documents)
- ❖ Coordinate administration of team projects
- ❖ Produce technical documents and publications
- ❖ Liaise and negotiate with stakeholders
- ❖ Analyse and apply labour market information
- ❖ Manage meetings
- ❖ Prepare reports
- ❖ Represent organisation
- ❖ Develop and lead work teams
- ❖ Conduct effective communication with internal and external customers
- ❖ Manage quality customer service
- ❖ Use business technologies

KEY FUNCTIONS AND DUTIES

- a. Develops systems and procedures to guide the development/up-dating of standards and other associated activities.
- b. Establishes mechanism for evaluating industry needs and garners support and participation from key industry personnel/stakeholders in the development and maintenance of standards across industries.
- c. Provides technical support at the Standards sub-committee meetings of the Council meetings
- d. Markets and Promotes the Council at meetings, exhibitions, conferences
- e. Researches marketing and promotional strategies and make recommendations for changes in methods and materials, including recommendations regarding social media tools, sites, and applications
- f. Plans and organizes various activities and public relation s events to promote the TVET Council's products and services
- f. Evaluates marketing efforts for effectiveness
- g. Prepares and submits performance/status reports as required.
- h. Coordinates computer-based assessment standards and guidelines for various occupations and sectors.
- i. Establishes and maintains network of local, regional and international individuals and groups involved in standards development and related work.
- j. Performs other related duties that may be assigned.

REMUNERATION

Salary will be commensurate with qualifications and experience and in accordance with current Civil Service salary structures.

The **closing date** for receipt of applications is **1st April, 2022**.

Applications must be accompanied by:

- Letter of interest with a picture identification
- a resume or curriculum vitae
- three letters of recommendation (two of which must be from a professional context)
- certified copies of academic qualifications

The application package can be submitted via two options:

1. Emailed to Mr. William Hodge at william.hodge@moeskn.org and copied to dyan.decosta@moeskn.org and personnelofficer@moe.edu.kn

OR

2. Mailed/ Delivered in a sealed envelope to:

The Permanent Secretary
The Ministry of Education
P.O. Box 333
The CABLE Building
Cayon Street
Basseterre
St. Kitts

Salary will be commensurate with qualifications and experience and in accordance with current Civil Service salary structures.

All applications will be acknowledged, however, only shortlisted candidates will be contacted for further consideration.