



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

DIRECTOR, RESEARCH AND BUSINESS DEVELOPMENT (GMG/SEG 4) NATIONAL COLLEGE OF EDUCATIONAL LEADERSHIP

JOB TITLE :

To develop the commercial arm of NCEL, to improve its financial capability and reduce its dependence on the MoESYI for financial support and lead the process of identifying and exploring viable business opportunities. To oversee the research agenda of NCEL and drive the development of its research capability to promote and facilitate leading edge research, including collaborative and interdisciplinary research, in areas related to school leadership and the goals of NCEL for internal and commercial purposes.

REQUIRED EDUCATION AND EXPERIENCE

- Master's Degree in Business/Public Administration or Marketing or a comparable discipline
- At least seven (7) years' experience in business development or marketing, four (4) of which should be at a senior management level.

REMUNERATION PACKAGE:

Salary Scale/ Pay Band 10 : \$6,333,301.00 - \$8,517,586.00 per annum





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ICO 26-84

FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5883 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN WEDNESDAY, JULY 8, 2026 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 - 4 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT



**NATIONAL COLLEGE OF EDUCATIONAL LEADERSHIP
JOB DESCRIPTION AND SPECIFICATION - Proposed**

JOB TITLE:	Director, Research & Business Development
JOB GRADE:	TBD
POST NUMBER:	TBD
DIVISION/BRANCH:	Research & Business Development
SECTION/UNIT	N/A
REPORTS TO:	Director/Principal
MANAGES:	Research Manager, Marketing Officer, Administrative Assistant

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Branch/Division

Date

Date received in Human Resource Management Branch

Date Created/revised

Strategic Objectives of the Division (in which the position is located):

Job Purpose

To develop the commercial arm of NCEL, to improve its financial capability and reduce its dependence on the MoESYI for financial support, and lead the process of identifying and exploring viable business opportunities. To oversee the research agenda of NCEL and drive the development of its research capability to promote and facilitate leading edge research, including collaborative and interdisciplinary research, in areas related to school leadership and the goals of NCEL for internal and commercial purposes.

Key Outputs:

- Business development programmes designed
- Annual research agenda developed
- Publications and other materials developed
- Opportunities for commercialization of materials identified
- Local, regional and international partnerships explored and identified
- Proposals to provide services to potential clients developed
- Periodic reviews of the performance of business development programmes conducted
- Memoranda of Understanding, agreements and contracts managed
- Technical advice and support provided to
- The Division's operational plan and budget developed, implemented and monitored
- The development and periodic review of NCEL's mission and strategic direction supported
- Reports, position papers and Cabinet submissions prepared
- Performance within the Division managed and improved
- Required human resource activities undertaken

Key Responsibility Areas:

Technical / Professional Responsibilities

- Coordinates the design of business development programmes by:
 - Facilitating internal brainstorming and other work sessions to explore opportunities
 - Conducting feasibility studies on opportunities
 - Developing and implementing strategies for engaging potential franchisees and other partners
 - Maintaining client database and monitoring client satisfaction
 - Preparing business case for presentation to CEO and the Advisory Board
- Oversees the development of the annual research agenda ensuring adequate coverage of internal research needs as well as areas of interest within the education sector and educational leadership in general; guides the development of publications and other materials from research activities undertaken by NCEL; identifies opportunities for commercializing these materials.
- Explores and identifies opportunities for developing networks and where appropriate mutually beneficial linkages and partnerships with researchers, universities and other interested parties in academia and

industry locally, regionally and internationally for collaborative research and other initiatives such as seminars, workshops, lectures and publications to advance the commercial capability of the Unit.

- Manages the process for copyrighting NCEL's intellectual property derived through research and other initiatives.
- Collaborates with the other Directors and technical staff to prepare solicited and unsolicited proposals to provide services to potential clients.
- Conducts periodic reviews of the performance of business development programmes and makes recommendations as appropriate to ensure they remain fit for purpose.
- Coordinates the preparation of Cabinet submissions; follows up with the MoE and the Cabinet Office on progress of submission, prepares file/notes for the CEO and Board to attend Cabinet meetings as required.
- Manages the development of Memoranda of Understanding, agreements and contracts between NCEL and selected franchisees and partners; monitors the financial and non-programmes elements of the agreements to ensure compliance by both parties
- Provides technical advice and support to other Division Directors to develop proposals and engage potential donors to solicit funding and/or other assistance to support programmes.

Management/Administrative Responsibilities

- Develops and implements the Division's operational plan and budget; ensuring alignment with the College's strategic objectives; monitors to ensure the Division is on target to achieving established objectives.
- Contributes to the development and periodic review of NCEL's mission and strategic direction.
- Develops and periodically reviews operating policies and procedures for the Division.
- Represents NCEL at meetings, conferences and other occasions as directed.
- Prepares and presents reports, position papers and Cabinet submissions as required.

HR Responsibilities

- Develops and manages the performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance.
- Promotes the building of institutional knowledge for the Division by ensuring that established systems and procedures are documented and disseminated.
- Participates in the recruitment and selection of staff and recommends movement when appropriate.
- Approves vacation, sick and departmental leave for staff in the Division and participates in the administration of staff benefits in keeping with established human resource policies.
- Recommends/administers disciplinary action in keeping with established human resource policies.
- Conducts monthly and other ad hoc staff meetings as required.
- Ensures that staff adheres to the policies and procedures of the NCEL and the Division.
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.
- Collaborates with the Office Management Division in developing and implementing a succession planning programme to ensure continuity of skills and competencies in the Division and personal development and career advancement of employees.
- Fosters teamwork, a harmonious working environment, and promotes collaborative working relations.

- Conducts performance appraisals of staff supervised for the required purpose and at required intervals.

Other

- Performs other related functions assigned from time to time by the Chief Executive Officer.

Performance Standards:

- Established targets are consistently achieved.
- Annual Research agenda developed in keeping with established guidelines and agreed standards
- Publications and other materials developed in an efficient and timely manner;
- MOU's, agreements and contracts developed and monitored in keeping with policies and established protocols;
- Operational plans and budget developed in a timely manner and in accordance with the stipulated procedures;
- Local, regional and international partnerships effectively maintained;
- Effective relationships are maintained and NCEL is professionally represented on all occasions.
- Comprehensive reports prepared and submitted at the required intervals.
- The work environment of the Division is maintained at a level that is conducive to continuous learning, team work and developing engaged employees.

Internal and External Contacts (specify purpose of significant contacts):

Contacts within the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Director/Principal	Receive guidance and provide information
Divisional Directors	Obtain and provide information
Office Manager	Obtaining/Providing information re human resource related issues

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Donors	Soliciting funds or other assistance for training programmes
Researchers, Universities and Other Institutions/Individuals in Academia Locally, Regionally and Internationally	Networking and developing linkages/partnerships to aid research work and other initiatives
Franchisees/Partners	Managing the development of agreements/contracts and monitoring particular terms and conditions

Required Competencies:

Core

- Excellent leadership skills – impact/ influence

- Excellent interpersonal skills – teamwork/ cooperation/team building
- Excellent coaching skills
- Excellent decision making skills, problem solving/ analytical skills and good judgement exercised
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Excellent networking skills with the ability to build and maintain strong high level relationships in academia, funding agencies, the public and private sectors locally, regionally and internationally
- Ability to work effectively in stressful and time sensitive scenarios
- Ability to effectively navigate complex bureaucracies to get things done and achieve results

Technical

- In-depth knowledge of relevant research standards, protocols and methods
- Sound knowledge of the principles of marketing and public relations
- Sound knowledge of Government and administrative systems and public policy
- Thorough understanding of Jamaica's primary and secondary education systems
- Working knowledge of the legislative and regulatory framework governing education
- Proficiency in the use of relevant computer applications

Minimum Required Education and Experience

- Master's Degree in Business/Public Administration or Marketing or a comparable discipline
- At least seven (7) years' experience in business development or marketing, four (4) of which should be at a senior management level.

Authority:

- To approve the research agenda
- To approve the annual marketing plan and promotional materials
- To establish work schedules for and delegate work to subordinate staff
- To authorize expenditures in accordance with the approved budget
- To recommend vacation leave
- To approve sick/casual leave

Specific Conditions Associated with the Job

- Normal office environment
- Required to travel to meetings, conferences and other events both island wide and overseas
- May be required to work on weekends and public holidays
- May be required to work beyond normal hours in order to meet deadlines