



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

SENIOR DIRECTOR, PROGRAMMES (GMG/SEG 5) - VACANT NATIONAL COLLEGE OF EDUCATIONAL LEADERSHIP

JOB TITLE :

To provide strategic and operational direction for the design, development and delivery of NCEL's training programmes as well as the assessment and certification of trainees to advance the leadership capability of the public education system; and to assist with building the commercial arm of NCEL to improve its financial capability and reduce its dependence on the MoE for financial support.

REQUIRED EDUCATION AND EXPERIENCE

- Graduate Degree in Curriculum Development/ Testing and Measurement or a comparable discipline
- At least five (5) years' experience at a senior management level in programme design, programme administration or comparable position.

REMUNERATION PACKAGE:

Salary Scale/ Pay Band 11 : \$7,716,512.00 -\$10,377,851.00 per annum





Ministry of
Education, Skills,
Youth & Information

ICO 26-83

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:	Senior Director, Programmes
JOB GRADE:	TBD
POST NUMBER:	TBD
DIVISION/BRANCH:	Programmes
SECTION/UNIT	N/A
REPORTS TO:	Chief Executive Officer
MANAGES: Administrator	Programmes Manager, Assessment & Certification Manager, Programmes 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 provide strategic and operational direction for the design, development and delivery of NCEL's training programmes as well as the assessment and certification of trainees to advance the leadership capability of the public education system; and to assist with building the commercial arm of NCEL to improve its financial capability and reduce its dependence on the MoE for financial support.

Key Outputs:

- Training programmes' design and development directed;
- Plans for the delivery of internally managed training programmes overseen;
- Preparations for internal and external quality assurance of programmes managed;
- Application process for the accreditation of programmes led;
- Programme assessment reports analysed and recommendations formulated;
- Participation in assessments of the performance and compliance of programmes Franchisees
- Support and technical guidance provided ;
- Design and maintenance of a case management framework;
- Annual research agenda developed;
- Collaborations/relationships with local and international educational agencies established;
- Division's operational plan and budget developed
- NCEL's mission and strategic direction reviewed
- Records and information management framework overseen
- Database and performance assessment framework for individual and other service providers overseen
- Performance within the Division managed and improved
- Individual work plans developed

Key Responsibility Areas:

Technical / Professional Responsibilities

- Directs the design and development of training programmes, ensuring that programme activities comply with relevant legislations and professional and quality standards.
- Oversees the planning for delivery of training programmes managed internally, ensuring compliance with established policies and procedures to enable efficient and cost effective delivery and ease of participation for trainees.
- Leads preparations for internal and external quality assurance of programmes;
- Manages the implementation of recommendations/decisions arising from the assessments;
- Ensures recommendations/decisions arising from assessments are brought to the attention of relevant parties for consideration and approval and actions are implemented in a timely manner.

- Leads the process of application for accreditation of programmes;
- Works with the Quality Assurance Division to ensure all requirements are in place;
- Manages the process with the University Council, ensuring full cooperation to facilitate smooth and timely completion of the process.
- Analyses assessment reports to gain insights into programme success and makes recommendations/modifications as necessary based on results.
- Participates in the assessment of the performance and compliance of programmes Franchisees.
- Provides support and technical guidance to the Director/Principal in identifying and selecting institutional service providers and franchisees for programme delivery.
- Oversees the design and maintenance of a case management framework to facilitate the coordination of a consistent and enabling mechanism to advice and counsel trainees to help them to achieve the learning outcomes of their programmes.
- Contributes to the development of the annual research agenda ensuring adequate coverage of the research needs of the Division.
- Collaborates with Research & Business Development to identify and develop new initiatives to support the strategic direction of the College;
- Develops proposals and engages potential donors to solicit funding and/or other assistance to support programmes.
- Collaborates with and forms relationships with other educational agencies, locally and internationally, to keep abreast of school leadership and general trends in educational administration to inform the work of the NCEL and also to identify opportunities for establishing partnerships;

Management/Administrative Responsibilities

- Leads the development and guides the implementation of the Division's operational plan and budget;
- Ensures alignment of the strategic direction of the Branch with the Ministry's strategic objectives;
- Monitors to ensure the Division is on target to achieving established objectives.
- Contributes to the development and periodic review of the NCEL's mission and strategic direction.
- Oversees development of a records and information management framework including tools, templates and other resources necessary to support data collection, storage and generation of reports for programmes delivery, assessment and certification and other areas of operation within the span of control;
- Oversees and ensures compliance with the collection and maintenance of records in accordance with the policies of the College.
- Oversees development and maintenance of a database of individual and other service providers to enable the College to have ready access to a consistent pool of resources to support its work;
- Develops and implements a framework for assessing the performance of service providers to ensure they are compliant with established standards and terms and conditions of their contracts.
- Represents the NCEL at meetings, conferences and other occasions as directed.

HR Responsibilities

- Develops and manages the performance of the Branch and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance,

- Provides feedback to staff and initiating corrective action where necessary to improve performance.
- Promotes the building of institutional knowledge for the Branch 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 Branch 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 Branch.
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.
- Collaborates with the Human Resource Management & Development Branch 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 Director/Principal.

Performance Standards:

- Established targets are consistently achieved;
- Operational plan and budget prepared
- The Division’s operating policies, systems, tools and other resources are in place, functional and efficient
- Records and Information management framework developed with expected
- Programme assessment reports developed within established guidelines;
- Relationships with local and international educational agencies established and maintained within expected levels
- Annual research agenda developed and executed within agreed timeframe and established policies;
- Technical advice is reliable and in the interest of the NCEL and its clients
- Trainees’ satisfaction is consistently maintained within the established range
- Effective relationships are maintained and the NCEL is professionally represented on all occasions
- Comprehensive reports are 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
Quality Assurance Division	Collaboration on the accreditation of programmes
Research & Business Development Division	Collaboration on the identification, development and funding of new strategic initiatives and development of the

Contact (Title)	Purpose of Communication
	annual research agenda
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
Jamaica Teaching Council	Consultations on programme standards
National Education Inspectorate	Obtaining information on training needs/gaps
Other Local and International Educational Agencies	Establishing partnerships/alliances and exchanging information on school leadership, educational administration and related matters
University Council	Pursuit of the accreditation of programmes
Programmes' Franchisees	Assessment of performance and compliance levels
Ministry of Education	Obtaining/providing information on policies and programmes re leadership training

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 and 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 training programme needs assessment, design, development, implementation and evaluation
- Excellent knowledge of pedagogy and andragogy learning approaches
- Sound knowledge of professional and quality standards for the design and development of training programmes
- Sound knowledge of principles and methodologies for internal and external quality assurance of programmes
- Sound knowledge of the programme accreditation process and requirements
- Sound knowledge of records and information management systems
- Sound knowledge of Government and administrative systems and public policy

- Thorough understanding of Jamaica's primary, secondary and tertiary education systems
- Working knowledge of the legislative and regulatory framework governing education
- Knowledge of the Education Regulations and the Education Act;
- Proficiency in the use of relevant computer applications

Minimum Required Education and Experience

- Graduate Degree in Curriculum Development/ Testing and Measurement or a comparable discipline
- At least five (5) years' experience at a senior management level in programme design, programme administration or comparable position.

Authority:

- Establish standards and procedures for training programme design, development, delivery and evaluation
- Establish work schedules for and delegate work to support and technical staff
- Authorize expenditures in accordance with the approved budget
- Recommend disciplinary action in accordance with the GoJ policies and procedures
- Approves sick/casual leave;
- Recommends vacation 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 beyond normal hours in order to meet deadlines
- May be required to work on public holidays/weekends;

Validation of Job Description

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

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Handwritten signature and date: 09-25-16