



## THE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COUNCIL

The Technical and Vocational Education and Training (TVET) Council is a Statutory Board established under the TVET Council Act 1993-11 to co-ordinate and promote workforce development.

The Council invites applications from suitably qualified and experienced persons for the following positions:

### I. SENIOR TECHNICAL OFFICER (Standards and Sector Support) II. TECHNICAL OFFICER

#### I. JOB TITLE: SENIOR TECHNICAL OFFICER (Standards and Sector Support)

##### Overall responsibility:

**Management of the planning, development and implementation process of the Council's occupational standards and National/Caribbean Vocational Qualifications programme and the provision of technical assistance to support skills development in various sectors.**

##### Key Duties and Responsibilities:

- Plans, coordinates, directs and monitors relevant technical activities of the Standards and Sector Support Unit to meet the Council's objectives
- Oversees the operations of technical committees (internal), standards-setting bodies and resource groups approved by the Council
- Reviews and presents reports of technical committees (internal), Industry Lead Bodies and other groups related to the Council
- Plans, monitors and evaluates the development of curricula and instructional/learning resources and provision of related technical assistance to support the delivery of programmes within the TVET system.
- Plans, directs, evaluates the production of guidance materials for trainers, teachers, training providers and awarding bodies in the TVET system.
- Collaborates with TVET stakeholders, where possible, in order to develop strategies and projects of mutual interest

##### Qualifications and Experience

- Graduate degree
- At least three (3) years' experience in a senior management position, or in the absence of a Graduate degree, an Undergraduate should have five (5) years' relevant experience
- Excellent oral, written communication and multi-media preparation skills
- Research and analytical skills
- Computer literacy with knowledge of Microsoft Office
- Project management skills
- A certificate in Competence-based training and assessment would be an asset

Salary: Grade S7 of Government's Salary Scale

**Previous experience in the development of competence-based vocational qualifications and programmes would be an asset.**

#### JOB TITLE: TECHNICAL OFFICER

##### Overall Responsibility:

**Assist with the development and promotion of technical and vocational education and training.**

##### Key duties and Responsibilities:

1. Develop occupational standards and related qualifications (e.g. National Vocational Qualifications and resource materials).
2. Coordinate the activities of, and provide technical and administrative support to standards setting bodies, technical committees and other resource groups.
3. Contribute to public relations and training of stakeholders with respect to workforce development.
4. Coordinate and monitor quality assurance of the delivery of vocational qualifications.
5. Provide information, guidance and support to stakeholders on quality assurance of vocational training, assessment and certification.

##### Qualifications and Experience:

- An undergraduate degree and a minimum of three years' experience in organisational human resource management, or training and development, or vocational education and training
- Excellent oral and written communication skills
- Research and analytical skills
- Computer literacy with knowledge of Microsoft Office
- Excellent interpersonal skills
- Project Management Skills

Salary: Grade Z6 - 1 of Government's Salary Scale

**All applications will be treated in confidence and should be accompanied by a Curriculum Vitae' and the names and addresses of two (2) referees. Applications should be addressed to:**

**The Chairman  
Technical and Vocational Education and Training Council  
" No. 7, Chelwood"  
8th Avenue, Belleville  
ST MICHAEL**

**Closing date: 11<sup>th</sup> November, 2011**

**NB: UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED**