

Opening Date: 8 February 2024
Closing Date: 22 February 2024
Location: Tortola
Vacancy Notice No. PSC 24 of 2024
Job Classification: Grade 15
Ministry/Department/Unit: Ministry of Education Youth Affairs and Sports
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary **\$68,340 per annum.**

JOB VACANCY NOTICE

Curriculum Coordinator

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide leadership in the design, development and review of curricula and essential curricula support material, which form the basis for quality primary and secondary education.

MAIN RESPONSIBILITIES

1. Provide advice/information, as requested, for input into the development of policies, on curriculum-related issues.
2. Supervising the Curriculum Unit, ensuring the completion of research, design, develop and review curricula and support materials for all grade levels, in the education system, as well as monitor the pilot phase of curriculum implementation in the system.
3. Monitor textbook and supplementary materials selection used in schools.
4. Assist with developing and executing training for teachers in the system, develop and execute training programmes to assist these teachers, in collaboration with Education Officers and other relevant officers.
5. Evaluate and monitor the delivery of curricula, and develop and execute appropriate intervention strategies to enable effective delivery of subject programmes, in collaboration with Education Officers and other relevant officers.
6. Represent the Ministry at curriculum-related fora, conferences, seminars and meetings.
7. Collaborate with the Examinations Unit, Caribbean Examination Council (CXC) and other local, regional and international bodies in developing, vetting, marking of items for national and regional examinations.
8. Prepare action plan, progress reports and budgets for the Unit.
9. Work with local, regional and international agencies; government departments and non-governmental bodies on curricula-related matters.
10. Perform any other related duties as required by Supervisor or any senior officer in order to contribute to the effectiveness and efficiency of the Department.

BEHAVIOURAL COMPETENCIES

1. Manage your own resources, development and networks
2. Obtain and analyse information for critical decision-making
3. Ensure compliance with legal, regulatory, ethical and social requirements
4. Provide leadership and encourage innovation in the organisation
5. Communicate and influence effectively
6. Develop a customer focused organisation
7. Manage organisational challenges
8. Manage change in organisational activities

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Education Leadership and Management, Curriculum Development, Instruction or Design
- Six (6) years' experience in a senior management position
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of relevant laws, regulations, procedures and policies
- Expert knowledge of education management, curriculum development and budget management
- Expert knowledge of effective structure and functioning of Education systems
- Excellent oral and written communication skills
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent analytical and decision-making skills
- Excellent interpersonal and organisational skills
- Ability to work well under pressure
- Excellent leadership and management skills

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

Public Service Commission
c/o Department of Human Resources
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hrdbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.