

PSC CIRCULAR NO. 17/2023

FROM: CHIEF PERSONNEL OFFICER – PUBLIC SERVICE COMMISSION

TO: ALL PERMANENT SECRETARIES AND HEADS OF DEPARTMENTS

REF.: PSC 147

DATE: 17TH JULY 2023

SUBJECT: ADVERTISEMENT TO FILL THE OFFICE OF CHIEF EDUCATION OFFICER – MINISTRY OF EDUCATION

Applications are invited from suitably qualified persons from within the Public Service to fill the office of Chief Education Officer Ministry of Education, Youth, Sports and Culture.

QUALIFICATIONS REQUIRED FOR APPOINTMENT

Applicants should possess a Master's Degree in Education or other related area of Education, Public Sector Management or other relevant Social Science.

EXPERIENCE REQUIRED FOR APPOINTMENT

- i. At least five (5) years' experience in a senior management or professional post in the field of Education;
- ii. Experience in human resource management, leadership, school administration, policy management, and planning, implementing and managing programmes and/or projects in the field of Education.

PERSONAL QUALITIES AND SKILLS REQUIRED FOR APPOINTMENT:

- Communicates well, both verbally and in writing. Listens attentively and understands various viewpoints.
- Generates novel, creative/innovative ideas and encourages innovation;
- Exercises sound judgment in arriving at decisions;
- Has a strong sense of discipline and commitment to duty;

- Has strong interpersonal and negotiation skills;
- Demonstrates personal integrity, reflecting high ethical and moral values;
- Engages with others effectively and productively and establishes trust;
- Focuses team members on achieving common goals through strong leadership;
- Ability to work effectively as part of and lead high performance teams.

KEY DUTIES

- 1) Provide leadership in the development, monitoring and evaluation of the Strategic Plan for the Education sector in keeping with local and regional education priorities using a consultative approach involving all stakeholders, internal and external to the Ministry of Education;
- 2) Oversee the administration of schools and other education institutions in a proper and efficient manner in keeping with existing legislation, policies, principles, and procedures;
- 3) Review existing legislation, policies, principles and practices that are used to regulate and manage Education at all levels in order to determine relevance, effectiveness, compliance and recommendations for change;
- 4) Provide technical direction to the Ministry of Education on Education matters in keeping with sound educational practices and national education priorities;
- 5) Initiate curriculum innovation and reform and establish appropriate procedures for evaluating existing frameworks to ensure that prerequisites are met in accordance with regional/international education and learning standards;
- 6) Manage professional/technical staff under the purview of the Chief Education Officer in order to administer various aspects of the Education system to ensure its efficient and effective operation;

IMMEDIATE SUPERVISOR

Permanent Secretary *with responsibility for* Education - Ministry of Education, Youth, Sports and Culture

SUBORDINATE STAFF

Deputy Chief Education Officers
Education Officers
Curriculum Officers
Special Needs Officers
Testing and Measurement Officers

SPECIAL FEATURES OF THE JOB

- Flexible working hours;
- Travelling;
- Constant interaction with Principals and Education Officers.

SALARY

The salary payable to the office is at the rate of \$71,731.00 per annum in Grade (K), by incremental points to \$91,992.00.

Applications from interested persons should be addressed to the:-

**Chief Personnel Officer (thru' Permanent Secretary/Head
of Department)
Public Service Commission
Building No. 1
Financial Complex
The Carenage
St. George's
GRENADA**

Applications should reach the Office of the Public Service Commission **no later than 31st July, 2023.**

This cancels and supersedes my circular dated 10th July 2023.


Public Service Commission

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JACINTA JOSEPH (MS.)
CHIEF PERSONNEL OFFICER

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