GOVERNMENT OF SAINT LUCIA
MINISTRY OF EDUCATION, SUSTAINABLE DEVELOPMENT, INNOVATION, SCIENCE, TECHNOLOGY AND VOCATIONAL TRAINING (ST. LUCIA)

INTERNAL JOB NOTIFICATION

The following job position is being advertised under the authority of the Teaching Service Commission. Persons who have an interest and meet the qualifying requirements are encouraged to apply. ***The deadline for receipt of applications will be determined by the Teaching Service Commission***. Please note that the successful applicant **may** be given an acting appointment for up to twelve (12) months. All applications must be forwarded to:

The Secretary
Teaching Service Commission
Sir Stanislaus James Building
The Waterfront
CASTRIES

ONLY SUCCESSFUL APPLICANTS WILL BE ACKNOWLEDGED.

NOTICE

EDUCATION OFFICER I: **NATIONAL ENRICHMENT AND LEARNING UNIT (NELU)**

.....
Michelle S. Charles (Ms.)
PERMANENT SECRETARY

GOVERNMENT OF SAINT LUCIA
MINISTRY OF EDUCATION, SUSTAINABLE DEVELOPMENT, INNOVATION, SCIENCE, TECHNOLOGY AND VOCATIONAL TRAINING

FROM : Permanent Secretary

TO : Secretary – Teaching Service Commission

DATE : December 2, 2022

SUBJECT : **ADVERTISEMENT – NATIONAL ENRICHMENT AND LEARNING UNIT (NELU)**

The Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training wishes to advertise the following vacant post in the Official Gazette, Local Newspapers, Electronic Media and through the Government Information Service at the earliest. ***The deadline for receipt of applications will be determined by the Teaching Service Commission***. Please note that the successful applicant **may** be given an acting appointment for up to twelve (12) months. All applications (on prescribed forms) must be forwarded to:

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VACANCY NOTICE

The Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training invites suitably qualified individuals to apply for the office of Education Officer I – National Enrichment and Learning Unit (NELU).

A. OFFICE IDENTIFICATION

Job Title	:	Education Officer I
Department	:	National Enrichment and Learning Unit (NELU)
Classification	:	Grade 15
Reports to	:	Education Officer III (NELU)
Supervises	:	Centre Coordinators, facilitators and National Enrichment and Learning Programme (NELP)

B. RELATIONSHIPS AND RESPONSIBILITIES

1. Liaises with the Permanent Secretary, Chief Education Officer, Head of Department, Education Officers (NELU), District Education Officers, Principals, Centre Coordinators, Facilitators, Janitors employed by NELU, NGOs involved in Adult Education, members of the public and other Government Ministries.

2. Responds whenever necessary to the Permanent Secretary and Chief Education Officer on matters relating to work in progress.

3. Supervises the National Enrichment and Learning Programme.

C. DUTIES AND TASKS

1. Supervises and monitors work done in the various Adult Learning Centres within the region by providing guidance to the co-ordinators and facilitators to ensure effective delivery of the curriculum;

2. Submits a schedule of centre visits to the Head of Department at least two days prior to visit to facilitate the smooth functioning of the Unit.

3. Assists in the planning and co-ordination of the National Enrichment and Learning Programme and any other programme/project implemented by NELU by advising Centre co-ordinators and facilitators on matters of centre administration and organization to ensure the upkeep of quality teaching;

4. Assists in the various record keeping and reporting process as required by the department by providing information on various Centres to enable sound decision making.

5. Assists with preparation of correspondence, record keeping, report processing, project proposals, annual budget, quarterly reports and articles for the media by making reference to Centre reports to enable effective decision making;

6. Conducts training programmes for co-ordinators, facilitators or other programme participants by hosting workshops at the district or community level to ensure that the necessary skills are provided for the effective implementation of programmes;

7. Visits centres twice monthly and in the absence of a co-ordinator, visits once weekly, but in case of any emergency or urgent matters to be dealt with, an additional visit can be made to deal with the matter in order to ensure the effective running of the Centre;

8. Attends and participates in closing exercises/graduations for participants of the programme to provide required support to graduates;

9. Attends meetings/workshops organized by the Unit and the Ministry for overall improvement in the quality of programmes imparted;

10. Submits end of cycle reports and annual progress reports to the Head of Department for ease of referencing and to make relevant recommendations for improvement;

11. Keeps a log of centre visits and submits to the Head of Department at the end of each month to facilitate timely processing of payment;

12. Assists in establishing new Centres by consulting with personnel from communities or establishments in conducting evaluations and needs assessments for the potential Centres to determine which programmes are appropriate and would cater to the needs of the community or establishment;

13. Performs other duties as may be assigned from time to time by the Permanent Secretary, Chief Education Officer and Head of Department.

D. CONDITIONS

1. Congenial accommodation is provided within a general administrative office.

2. Institutional support is provided through appropriate civil service regulations, departmental guidelines, standard operating procedures, Finance (Administration) Act and supporting regulations.

3. Opportunities exist for personal development.

4. The processes of the Unit will be carried out on the basis of team work. The officer will be expected to be an active team member who understands all the processes of the Unit and contributes to the implementation of programmes/projects;

5. Required to be present on the job and on time for work, meetings, and other official activities and work beyond normal working hours, holidays, weekends, official functions.

6. Required to exercise a high degree of integrity, confidentiality and professionalism in the conduct of duties; required to demonstrate a high level of political acuity.

7. Functions in a scheduled traveling post with travel allowance provided.

8. Required to maintain a motor vehicle for the proper performance of duties.

9. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

10. Vacation leave will be provided in accordance with existing rules and regulations governing the Public Service;

11. Housing, free medical attention and medicine will not be provided.

E. KNOWLEDGE SKILLS AND ABILITIES

1. A working knowledge of and ability to interpret Education Act and Teaching Service Rules and Regulations; Ministry's Procedures, Staff Orders, Financial and Store Rules, Standard Operating Procedures contained in the Ministry's Operations Manual, Collective Agreements and other operation procedures;

2. Ability to check and/or monitor work quality and process, by insisting on standards and accountability for meeting performance measures;

3. A progressive attitude and professional demeanour;

4. Demonstration of a high level of confidentiality;

5. A working knowledge of the Saint Lucia education system; familiarity with the Economic reviews and research documents on the education system of Saint Lucia and education systems of the Organization of Eastern Caribbean States (OECS) and beyond;

6. Competent in the use of computer applications;

7. Research on best practices;

8. Ability to take and give advice and work as part of a team;

9. General administrative, human relations and clinical supervisory skills;

10. Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;

11. Capacity to model and demonstrate a high level of emotional intelligence in resolving problems and conflict;

12. Decisiveness, soundness of judgment and success in issuing directives.

F. EVALUATION METHOD

Work performance will be evaluated on the basis of:

1. commitment and drive to reach successful outcomes both at an individual and team level (taking action, showing initiative, consistently delivering against targets);
2. accuracy and quality of work generated and timely completion of task deadlines;
3. effectiveness and quality of supervision and monitoring provided;
4. effectiveness and impact of training programmes provided
5. capability to maintain appropriate linkages with local and regional counterparts/colleagues
6. proven knowledge and understanding of current job related policies, procedures, instructions and the use of relevant technology;
7. compliance with Departmental Guidelines and Standard Operating Procedures;
8. effective implementation of duties, tasks, responsibilities and assignments as defined in the Job Description.

G. QUALIFICATION AND EXPERIENCE

The candidates should possess **at least one** of the following:

- A Master's Degree in Adult Education or a related field, **plus** a Post Graduate Diploma/Certificate, **plus** five (5) years' experience in a supervisory or administrative position with responsibility for the management of a Division of primary or secondary school, **plus** five (5) years' experience as a **Qualified** Teacher;

OR

- A Master's Degree in Adult Education or a related field, **plus** a Bachelor's Degree in Adult Education **plus** five (5) years' experience in a supervisory or administrative position with responsibility for the management of a Division of primary or secondary school, **plus** seven (7) years' experience as a **Qualified** Teacher;

OR

- Bachelor's Degree in Adult Education or a related field, **plus** a Post Graduate Diploma **plus** five (5) years' experience in a supervisory or administrative position with responsibility for the management of a Division of primary or secondary school, **plus** ten (10) years' experience as a **Qualified** Teacher;

Proficient in the use of Information Communication Technologies (ICT) integration for instructional learning.

H. SALARY

Salary is at a rate of EC$67,776.73 per annum (Grade 15, Step 1).

I. GENERAL

The successful applicant's income will be liable to taxation in accordance with the Income Tax Act Chapter 15.02.

Applications MUST be accompanied by verified copies of **ALL** certificates and transcripts from the relevant institutions. **Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.**

Please note that:

1. **performance and punctuality will be used as part of the criteria for selection of persons already in the Education System;**
2. **the successful applicant may be given an acting appointment for up to twelve (12) months; and**
3. **applicants are required to indicate administrative positions held and experience gained.**

J. HOW TO APPLY

Applications on the prescribed forms should be addressed to:

The Secretary
Teaching Service Commission
Stanislaus James Building
The Waterfront
CASTRIES

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf

MINISTRY OF EDUCATION, SUSTAINABLE DEVELOPMENT, INNOVATION, SCIENCE, TECHNOLOGY AND VOCATIONAL TRAINING

December 2, 2022