

## **CAREER OPPORTUNITIES**

THE MINISTRY OF EDUCATION IS IMPLEMENTING A COMPREHENSIVE RE-STRUCTURING OF THE EARLY CHILDHOOD CARE AND EDUCATION SUB-SECTOR OF THE EDUCATION SYSTEM. IN THIS REGARD, THE MINISTRY IS SEEKING TO FILL THE FOLLOWING POSITIONS ON CONTRACT FOR THREE (3) YEARS WITHIN THE EARLY CHILDHOOD CARE AND EDUCATION DIVISION.

### **DIRECTOR – EARLY CHILDHOOD CARE & EDUCATION (ECCE)**

#### **KEY DUTIES AND RESPONSIBILITIES:**

- ❖ Plans, coordinates and directs the operations of ECCE services nationally.
- ❖ Advises on the formulation of national education policy with regard to ECCE.
- ❖ Coordinates activities in different districts engaged in the provision of ECCE services.
- ❖ Directs the examination and analysis of trends and projections in the field of ECCE for implementation at the national level.
- ❖ Liaises with Curriculum Coordinator for appropriate curriculum development.
- ❖ Organizes and assists in conducting training sessions for staff of the Division and at the ECCE Centres.
- ❖ Liaises with other government Ministries, Agencies and staff within the Ministry on matters related to ECCE development.
- ❖ Works in conjunction with Specialist and Curriculum Coordinator to advise the Ministry of Education on the acquisition of books and educational material and equipment, for use at ECCE Centres.
- ❖ Meets with staff in different districts to coordinate activities related to the provision of ECCE services.
- ❖ Serves on various committees, participates in meetings and submit reports thereon to the reporting officer.
- ❖ Performs related work as may be required.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- ❖ Extensive knowledge of ECCE development.
- ❖ Considerable knowledge of modern education theories, practices and teaching techniques.
- ❖ Considerable knowledge of the education system of Trinidad and Tobago.
- ❖ Considerable knowledge of the ECCE sub-sector of Trinidad and the national goals of the sub-sector.

- ❖ Ability to grasp and analyse problems in administering the ECCE system.
- ❖ Ability to plan and execute ECCE programmes.
- ❖ Ability to establish and maintain effective working relationships with and among staff engaged in related work.
- ❖ Other related duties as may be required.

## **QUALIFICATIONS AND EXPERIENCE**

- ❖ Extensive experience in ECCE development.
- ❖ Training as evidenced by the possession of a Master's Degree (with ECCE and Administration components).
- ❖ Considerable (more than 5 years) experience as principal and/or administrator in an ECCE setting.
- ❖ Certification and/or exposure to training in Leadership, Administration, Quality Assurance.

**OR**

- ❖ Any equivalent combination of experience, certification and training.

## **SUBMISSION OF APPLICATIONS**

All applications should be addressed to:

**Permanent Secretary  
Ministry of Education  
#18 Alexandra Street, Port of Spain  
Attention:  
Director Human Resources  
(Planning and Consulting Services)**

### **Deadline date for submission:**

Friday July 11th, 2008

Unsuitable applications will not be acknowledged.