

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

Applications are invited from suitably qualified persons from **WITHIN** and **OUTSIDE** the Public Service to fill the office of Chief Education Officer, Ministry of Education.

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 legislations, 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* Educational Administration - Ministry of Education.

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 \$78,330.00 per annum in Grade (K), by incremental points to \$100,456.00 per annum.

Applicant(s) are required to submit the following:-

- a curriculum vitae;
- two letters of reference, one of which should be from the last place of employment;
- certified copies of academic certificates;
- a certified copy of Birth Certificate
- a Police Record

Applications from interested persons must be transmitted via the addressed below, to reach the Office of the Public Service Commission **no later than 4th April 2025**:-

**Chief Personnel Officer (Ag.)
Office of the Public Service Commission
Antillean Group Building
Ground Floor
Young Street
St. George's
GRENADA**

Applicants within the Public Service are required to channel their applications through their Permanent Secretary/Head of Department.

This cancels and supersedes Circular No. 5/2025 dated 18th February 2025.


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**MARASIE FRANCIS (MISS)
CHIEF PERSONNEL OFFICER (AG.)**

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