



## ORGANISATION OF EASTERN CARIBBEAN STATES

### VACANCY

#### **Programme Coordinator OECS EDUCATION DEVELOPMENT MANAGEMENT UNIT**

The Organisation of Eastern Caribbean States Commission (OECS Commission) is inviting applications from suitably qualified Nationals from its Member States to fill the position of **Programme Coordinator, OECS Education Development Management Unit (EDMU)** based at its headquarters in Saint Lucia.

#### **BACKGROUND**

The EDMU, formerly known as the OECS Education Reform Unit (OERU), is a professional service Unit which facilitates and coordinates initiatives in education reform that adds value to the development process in OECS Member States. The Unit was established in 1993 as the executive arm of the Member States in coordinating the regional reform in education. The reform strategies were outlined in *Foundations for the Future* and subsequently in the revised strategy entitled *Pillars for Partnership and Progress*. These two documents have guided major regional reform initiatives which were facilitated by the OERU for nearly two decades.

The EDMU's work has been viewed as adding value to the regional integration movement through achievement in several areas including harmonization of legislation, adoption of common policies, development of common curricula and engagement in common management practices in the education systems of the OECS. Over time the Unit's responsibilities have involved:

- Conducting professional and technical work related to planning and implementing the reform strategies as approved by the Council of Ministers of Education
- Establishing work linkages with key stakeholders in the public and private sectors of OECS Member States, as well as with relevant regional organizations and institutions, in the execution of their tasks
- Executing professional and technical work related to monitoring and evaluating the progress of the reform efforts or the commissioning of such work
- Conducting professional and technical work related to negotiation and interaction with development partners and regional institutions

In executing its responsibilities the Education Unit has been engaged in mobilizing technical and financial resources through collaboration with development partners. These resources have been used to support education development initiatives at both the level of individual Member States and, more broadly, across the OECS. A significant part of the work also involved: organizing regional meetings and seminars with education officials of OECS Member States; communicating

information about the work of the Unit; and facilitating collaboration among Ministries of Education.

At their 22<sup>nd</sup> Meeting held in May 2012, the Council of Ministers of Education of the OECS endorsed a new OECS Education Sector Strategy (OESS) which will guide education development in the OECS over the next decade. Most member states have aligned their national education strategies and plans to the regional strategy which will also serve as a framework for coordinating partner support for national and regional initiatives in education. The OESS is an outcomes-based strategy with a focus on improving the teaching and learning situation to ensure that every learner succeeds.

## **DUTIES AND RESPONSIBILITIES**

Under the direction of the Head, Human and Social Cluster the Programme Coordinator, EDMU will be responsible for providing advice on the coordination and harmonization of educational policies, management strategies and professional and content inputs for educational development and reform across member states.

More specifically, the Programme Coordinator, EDMU shall be required to:

- (i) Manage the OECS Education Development Management Unit including managing the implementation and monitoring of donor-financed projects by building synergies and using opportunities for convergence in implementing sustainable education initiatives.
- (ii) Facilitate the development and implementation of regional education strategic plans that incorporate policies and strategies of OECS Member States into the wider Caribbean region and facilitate implementation of international governance instruments and frameworks;
- (iii) Lead the development and implementation of the Unit's annual work plans and budgets that reflect the approved program, functions and strategic plan.
- (iv) Assist the Head of the Human and Social Cluster with the programming, implementation and coordination of technical cooperation programmes, including the preparation of documentation for developing project proposals and for advising on policy options for developing education in the OECS.
- (v) Provide advice to education officials in the OECS on various aspects of education policy and practice in the development and implementation of their national education plans;
- (vi) Work closely with education officials at national and sub-regional levels, to coordinate and implement strategies and plans for the advancement of the Education Sector Strategy.
- (vii) Assume general responsibility for the management, implementation and monitoring of donor-financed programmes and projects executed by the Unit.
- (viii) Plan, convene and service meetings, including preparing papers, reports and other documentation, of the OECS Council of Ministers of Education and the various OECS Education Technical Committees.
- (ix) Prepare papers, reports and other documentation for the OECS Authority relating to the implementation of the OECS Education Sector Strategy and related activities.
- (x) Prepare briefs and positions papers for the Director General and the Head, Human and Social Cluster that identify and recommend policies and actions for the development of the education system in the OECS sub-region.

## **TECHNICAL AND PROFESSIONAL COMPETENCIES**

The ideal candidate should meet the following criteria:

### **Education and Training**

- A postgraduate degree in fields related Education Policy, Education Planning, Education administration;

- A certificate in project management would be desirable.

#### Work Experience

- At least five (5) years' experience at a managerial or senior policy level;
- An in-depth knowledge of the education system of the OECS sub-region;
- Experience in the management and administration of programmes and projects;
- Proven ability to work with and establish relationships with education officials at national and sub-regional levels, and with development partners.

#### Role-Specific Competencies

The holder of the post should possess the following competencies:

- *Analysis and Reporting*: Capacity to examine and breakdown information into smaller parts in order to understand and present findings and/or relevant content
- *Change Management*: Ability to embrace change, and to constructively and positively influence and drive people and teams to adapt to changing circumstances.
- *Consultation and Facilitation*: Capacity to work cooperatively, fairly and openly with team members and other stakeholders to promote open discussions, seek input and share information
- *Leadership*: An expert in ones field with the ability to translate knowledge and expertise into a compelling strategic vision. Able to effectively communicate that vision into clear actionable plans. The ability to focus, inspire and build high performing teams capable of delivering on organization results.
- *Negotiation*: The ability to persuade, influence, or convince others
- *Project Management*: Ability to plan, organize, secure and manage resources to bring about the completion of a project on time and within budget.
- *Public Relations and Marketing*: Ability to create a positive public image, promote organizational awareness and persuade outcomes.

#### **TERMS OF APPOINTMENT**

The position is on the permanent establishment of the Organisation. Remuneration shall be on the Organisation's MPP-5 salary range and will be exempt from income taxes. In addition to basic salary, the post attracts housing and travel allowances.

The successful candidate will be eligible for membership in the Organisation's Pension Scheme as well as its non-contributory Group Health and Life Insurance Scheme. Reasonable location expenses will be reimbursed where applicable.

#### **APPLICATION PROCEDURES**

Interested persons are asked to forward a curriculum vitae stating nationality, as well as the contact information of the present or most recent employer and that of two referees, a cover letter and any other supporting documentation to [jobs@oecls.org](mailto:jobs@oecls.org). The deadline for submission is **28 April 2017**.

**Only applications under consideration will be acknowledged.**