



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals *for* the following position:

DIRECTOR - PROFESSIONAL DEVELOPMENT
INSTITUTE (PDI)

JOB SUMMARY

The **Director – Professional Development Institute (PDI)** will be responsible for managing the day-to-day operations of the Institute. He/she will also provide feedback, lessons learned and insights from continual reflection on, assessment and analysis of the evolving internal processes, procedures and protocols of the Institute to the Vice-President to inform the multiple considerations for the transformation of the Institute. The Director – PDI is required to engage with a broad cross-section of stakeholders across the CARU/CARICOM region. This is a full-time position and the position holder may have to work outside the normal work week time. He or she reports to the Vice President Administration, Advancement and Planning.

SCOPE

Leading, managing, planning, analyzing, coordinating, implementing, advising, reporting, presenting, and testing.

DUTIES AND RESPONSIBILITIES

- Identifies and/or responds to opportunities to design, develop and deliver new PDI products, in line with SP100.
- Leads, manages and oversees the design, development and delivery of PDI courses/programmes.
- Develops programme and course outlines for new PDI products, engaging with potential Instructors.
- Provides advisement, as the person of first call, to potential and current students, and redirecting students to relevant departments in the University for specific services.
- Monitors the delivery of current PDI programmes, engaging directly with Instructors to ensure the USC quality metrics are in place.

- Creates linkages with potential clients within the USC constituency (the countries in the ten Caribbean Union Conference of Seventh-day Adventist Conferences and Missions).
- Supports and monitors communication and marketing of the Institute's programmes.
- Engages the relevant departments that support students across the University, viz., Student Services, Finance, the Registry, Integrated Marketing and Communication, Occupational Health and Safety, Security in line with the agreed priorities of the Institute and its responsibilities.
- Prepares and submits budgets and reports for specific programmes.
- Manages the Institute's budget.
- Oversees the administrative and logistics support for the Institute's programmes.
- Attends and follows-up on weekly meetings with the Vice-President.
- Prepares the semi-annual reports on the Institute.
- Creates a safe work environment critical to the institution's personnel.
- Protects the University's intellectual property.
- Represents the University at meetings, seminars, conferences or other engagements as appropriate and at professional organizations, taking a leadership role as appropriate.
- Performs other assigned duties commensurate with the position.

QUALIFICATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A Master's degree in Education, with some training in curriculum development, materials development and/or test and measurement.
- A Doctorate is preferred.
- A sound grasp of the principles and approaches to andragogy.
- A sound grasp of the principles of Christian education and SDA philosophies of education.
- At least five (5) years in some dimension of post-secondary education.
- Experience in education planning, monitoring and evaluation, costing and financing.
- Experience in external review, inspection or audit processes.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Well-developed analytical and synthesizing skills.
- Well-developed proposal and report writing skills.
- Well-developed presentation skills.
- Well-developed interpersonal and friend/fund-raising skills.
- Well-developed IT skills and digital competencies.
- Ability to work effectively with external agencies, University and collaborative colleagues on product development.
- Ability to effect change and develop and implement changes to processes.
- Working knowledge of post-secondary/tertiary education accreditation processes.
- Working knowledge of the CARICOM Qualifications Framework.
- Working knowledge of the application of technology in post-secondary/tertiary education, including e-learning, generative AI, online education and virtual classrooms.
- Knowledge of higher education and awareness of current issues in the higher education sector in the CARU/CARICOM region.

OTHER REQUIREMENTS

- Critical thinking.
- Attention to detail.
- Highly organized.
- Strong organizational, interpersonal, and communication skills.
- Confidentiality, integrity, dependability, and conscientiousness.
- Appropriate and professional appearance and demeanour.
- Commitment to high moral, spiritual and ethical values of the University.

Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DEPARTMENT OF HUMAN RESOURCES
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT-OF-SPAIN
TRINIDAD & TOBAGO**

Or email us at: hr-recruitment@usc.edu.tt

Applications should be received no later than August 15, 2024.

The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.