



ST. VINCENT AND THE GRENADINES COMMUNITY COLLEGE



Job Opportunity - Programme Officer

The SVGCC is seeking to recruit qualified and innovative individuals for the role of Programme Officer within the Centre of General and Continuing Education (CGCE).

The recruited individual will be responsible for organizing activities for programmes run by the CGCE. He/She will assist the CGCE to execute its mandate of increasing access to the College's programming and Lifelong Learning Opportunities.

POSSIBLE AREAS OF ASSIGNMENT INCLUDE:

- College Access Programme: Pathways to Success
- Short Courses
- Community Engagement
- Creative Arts

SUMMARY OF DUTIES & RESPONSIBILITIES:

- Coordinate and supervise the dissemination of information about CGCE programmes and initiatives;
- Conduct learning needs analysis and assess data to make suggestions for new programmes and courses;
- Design and develop integrated, comprehensive programmes in areas of assignment;
- Manage resources for programmes in areas of assignment;
- Manage Programme Coordinators within assigned zones.

QUALIFICATIONS AND EXPERIENCE:

Individuals should have:

- A certificate in Teacher Education (TVET training is an asset);
- At least a Bachelor's degree in a related field;
- At least two years of relevant experience working or lecturing in that field.

DESIRABLE ATTRIBUTES:

Individuals should have:

- Strong leadership skills
- Strong reporting skills
- Strong management skills

WHO SHOULD APPLY:

We would love to have you on board if you:

- Are passionate, enthusiastic, creative, and committed to excellence;
- Can work independently while being committed to achieving team and organisational goals;
- Are teachable and have a high regard for integrity and accountability;
- Pursue lifelong learning and encourage others to do so.

APPLICATION PROCESS:

1. Gather the following documents as part of your application:
 - Cover Letter
 - A recent Curriculum Vitae
 - Academic Transcripts
 - Copies of academic certificates
2. Submit your application via email to hr@svgcc.vc, with the subject title (Job Application: Programme Officer).
3. Request two professional references - Ask your referees to send letters of reference directly to the HR Manager (using email hr@svgcc.vc) without waiting to be contacted by the College.

CLOSING DATE for receipt of applications is Sunday, March 23rd, 2025.