



ST. VINCENT AND THE GRENADINES COMMUNITY COLLEGE



Job Opportunity – Deputy Director

The St. Vincent and the Grenadines Community College (SVGCC) is dedicated to delivering quality, inclusive, and relevant education and training. Through a wide range of academic and vocational programmes, the SVGCC supports student success, national development, and workforce readiness, while fostering innovation, leadership, and community engagement.

Applications are invited from dynamic and experienced academic leaders for the post of **Deputy Director** of the Saint Vincent and the Grenadines Community College.

The Deputy Director will form part of the executive leadership of the College and will report to the Director. This is a pivotal position offering a unique opportunity to shape the academic and institutional development of the College, while supporting the Director in overall governance and strategic execution.

SUMMARY OF DUTIES & RESPONSIBILITIES:

The Deputy Director will be responsible for:

1. Academic Quality & Curriculum Oversight
 - a. Monitor the quality of teaching, learning experiences, and the overall academic environment.
 - b. Oversee quality assurance procedures for curriculum, instruction, and assessment practices.
 - c. Lead the accreditation process for the College and its programmes.
2. Programme Management & Development
 - a. Oversee the development and delivery of distance and online education programmes.
 - b. Manage the continuing education programmes.
 - c. Coordinate and supervise programmes facilitated by partners of the College.
3. Student Affairs & Services
 - a. Oversee student services and student affairs, including implementation of the Code of Conduct and general welfare.
 - b. Foster leadership and civic engagement among the student body.
4. Human Resource Leadership & Staff Development
 - a. Conduct performance appraisals of key academic and administrative personnel, including the Dean, Vice Dean, Registrar, Bursar, and Librarian.
 - b. Liaise with the Human Resources Department on the appraisal and development of faculty and other staff.
5. Institutional Advancement & Representation
 - a. Plan and implement initiatives to promote the College locally, regionally, and internationally.
 - b. Represent the College in strategic partnerships and professional networks.
6. Administrative & Financial Support
 - a. Support the Director in the administration of academic, financial, and institutional operations.
 - b. Assume the functions of the Director in the Director's absence or incapacity.
 - c. Undertake any additional duties assigned by mutual agreement with the Director.



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QUALIFICATIONS AND EXPERIENCE:

Individuals should have:

- A Master's degree in Education, Higher Education Administration, or a relevant field (a doctoral degree would be an asset).
- Proven experience in academic or institutional leadership, preferably at the tertiary level.
- Demonstrated experience in quality assurance, student affairs, curriculum oversight, and institutional development.
- Experience in managing continuing education, online/distance learning, or partnership-based programmes would be an asset.

Technical Competencies:

- Academic Governance & Quality Assurance
- Programme Development & Delivery
- Student Services & Welfare Management
- Staff Performance Management & Development
- Institutional Accreditation & Compliance
- Strategic Planning & Operational Oversight
- Partnership Coordination
- Higher Education Policy & Practice

Other Required Skills:

- Visionary and Strategic Leadership
- Strong Interpersonal and Communication Skills
- Decision-Making & Problem Solving
- Change and Project Management
- Collaborative and Inclusive Leadership
- Stakeholder Engagement & Relationship Building
- Adaptability, Integrity, and Professionalism

Annual salary range: \$83,928.00 - \$110,028.00.

Letters of application, along with recent Curriculum Vitae and the names and contact information of two professional referees, should be sent to hrmanager@svgcc.vc.

Applicants are advised to request that referees send letters of reference directly to the HR Manager without waiting to be contacted by the College.

CLOSING DATE for receipt of applications is Sunday 13 July 2025.