



CARIBBEAN EXAMINATIONS COUNCIL
EXECUTIVE SEARCH

The Caribbean Examinations Council (CXC) is seeking four talented professionals to join its team in the capacity of: (A) Human Resources Business Partner; (B) Business Development Officer (C) Network Administrator and (D) Assistant Registrar, Corporate Services. Positions A – C will be based at CXC’s Headquarters in Barbados while position D will be based at CXC’s Western Zone office located in Jamaica.

A. SUMMARY OF CORE DUTIES – Human Resources Business Partner:

This position reports to the Senior Assistant Registrar, Human Resources. The successful candidate will be required to:

- To provide specialised advice/consultation to the business in the area of Human resources management toward the attainment of the organisation’s objectives from problem identification to measuring the effectiveness of implemented solutions
 - Work in partnership with the senior management to identify, develop and implement Talent Management initiatives including Leadership Development, Succession Planning, Resourcing and organisational health programmes
 - Implement pay-for-performance initiatives to increase the organisation's effectiveness through Performance Management processes and various Rewards programmes aimed at building a highly skilled and motivated workforce
 - Assess policies and programmes and ensures that they are consistent and compatible with overall CXC strategy and objectives, and in compliance with relevant legislative and regulatory requirements.
 - Performs other duties ancillary to or related to the foregoing
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QUALIFICATIONS & OTHER REQUIREMENTS:

The successful applicant must have:

- Five – seven years experience as a seasoned HR professional gained through increasingly responsible supervisory to management positions within Human Resources
- A Bachelor's degree or equivalent in Human Resources
- A Master's Degree in Human Resource Management
- Specialised training in organisational planning, compensation, and proactive labor relations
- Good interpersonal skills and a professional attitude and deportment
- Proficiency in the use of relevant computer applications
- Certification from a recognised professional HR body (SPHR or MCIPD)
- Competence in the use of Microsoft Access and MS Project would be an asset

B. SUMMARY OF CORE DUTIES – Business Development Officer:

This position reports to the Director Corporate Strategy and Business Development. The successful candidate will be required to:

- Seek business opportunities and be pro-active in generating new business
- Coordinate the development and provision of new products and services provided by CXC
- Prepare project proposals and facilitate the implementation of projects undertaken by CXC
- Establish and strengthen relationships with ministries, institutions and agencies for CXC inputs to national and regional initiatives
- Prepare funding proposals and establish links with funding agencies
- Assist in the development and implementation of CXC Business Plans
- Performs other duties ancillary to or related to the foregoing

QUALIFICATIONS & OTHER REQUIREMENTS:

The successful applicant must have:

- A Master's degree with courses in Business and Education
- Sound knowledge of education developments regionally and internationally
- Experience in business development and marketing
- Experience in managing, coordinating and facilitating project activities
- Experience in the development of strategic business plans
- Ability to prepare project proposals and technical reports
- Ability to coordinate and undertake surveys and research to support the work of the Business Development Unit
- Excellent communication skills
- Proficiency in the use of relevant computer applications
- Must be detail-oriented with highly developed organizational, interpersonal and communication skills

C. SUMMARY OF CORE DUTIES – Network Administrator:

This position reports to the Information Services Manager. The successful candidate will be required to:

- Plan, design and manage the Council's enterprise network
 - Work with the Information Systems Manager in the design of the required training for the effective and efficient use of the Council's enterprise network
 - Assist the Information Systems Manager in the review an award of contracts for the implementation/upgrade of the Councils networks and provision of maintenance support
 - Plans the design and implementation of the expansion .upgrade and integration of the Council's network with new and existing networks in the territories identified for expansion
 - Monitors and tunes the Council's enterprise network as required. Ensure proper user interaction and utilization of the Council's enterprise network
 - Performs other duties ancillary to or related to the foregoing
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QUALIFICATIONS & OTHER REQUIREMENTS:

The successful applicant must have:

- A Master's degree in IT, Information Security or related field
- Industry recognised IT certification
- A minimum of at least four years experience as a Network or Systems Administrator
- Proficiency in the use of relevant computer applications
- The candidate should have proven experience in network design and Implementation

D. SUMMARY OF CORE DUTIES – Assistant Registrar, Corporate Services:

This position reports to the Pro-Registrar. The successful candidate will be required to:

- Manage Office Management activities
- Manage Accounting and financial activities
- Coordinate and Monitors Work plans of all Departments
- Monitor inventory and coordinate Resource Materials at the Western Zone Office
- Liaise with Ministries of Ministry of Foreign Affairs on matters related to Centre Agreement
- Performs duties related to the Marking Exercise
- Performs other duties ancillary to or related to the foregoing

QUALIFICATIONS & OTHER REQUIREMENTS:

The successful applicant must have:

- A Bachelor's degree from a recognised university
- A post-graduate degree qualification which Accounting and Administrative Management
- At least three years experience at a senior level in the management of administrative, financial and accounting functions
- Proficiency in the use of relevant computer applications
- Must possess excellent oral and written communication skills

REQUIRED EXPERIENCE & COMPETENCIES FOR ALL ROLES:

- Demonstrable track record of successful delivery of organisational transformation and change management on a number of high profile, strategic change projects or programmes
- Strategic outlook and capable of conceptual thinking and decisive decision making
- Strong bias for action and capable of translating the strategic agenda into actionable, qualitative plans; conveys a sense of urgency and drive to closure.
- Comfortable performing multifaceted projects in conjunction with day-to-day activities
- Service oriented, yet able when necessary to be assertive/persuasive with internal and external customers.
- Must be respectful of confidentiality required for the role and treat with all issues in a manner that promotes the integrity of the Council
- Ability to quickly establish credibility with team and others. Decisive individuals who are able to flex to recognise and support the organisation's preferences and priorities.
- Participative management style—advocate of team concept
- Experience working with an education body will be an asset

REMUNERATION & BENEFITS:

CXC is a performance driven organisation and offers a competitive and attractive remuneration and benefits package and opportunities for further training and career experience. Further information about CXC can be obtained from the website: <http://www.cxc.org>

INTERESTED?

Interested applicants should email their resumes to:

job-applications@cx.org

DEADLINE:

Resumes along with a cover letter should be **sent electronically only** and should be addressed to:

The Registrar
Caribbean Examinations Council

on or before **4th September 2011**. Only applicants who have been short-listed will be contacted. Thank you for your interest.