



BARBADOS VOCATIONAL TRAINING BOARD
VACANCY
DIRECTOR OF TRAINING

The Barbados Vocational Training Board is a Statutory Corporation which was established under the Occupational Training Act, Cap 42.

The Board is seeking to recruit the following Officer:

a) Director of Training

The duties include:

1. Determining and implementing strategies for the efficient execution of the policies and procedures of the Board.
2. Planning, organizing and directing effective systems to initiate and successfully maintain programmes offered by the Board as specified in the Occupational Training Act.
3. Advising the Board of Management on measures and strategies considered necessary to ensure an adequate supply of trained manpower in occupations in all branches of economic activity.
4. Setting goals, developing staff, monitoring work and evaluating results to ensure that organizational objectives and operating requirements are met and are in line with the needs and mission of BVTB.
5. Creating strategic alliances and partnerships by establishing and maintaining close relations with employers, other government departments, the industrial and business sector and institutions of higher learning.
6. Establishing strategic partnerships with the private sector to determine training needs and to ensure that curriculum and training programs are in line with industry needs and also prepare students for the next generation of growth and innovation.

7. Preparing Annual Estimates of Expenditure and ensuring effective and efficient use of the Board's finances.
8. Ensuring the BVTB is compliant with all financial rules and regulations, including the annual audit and submission by set deadline of the Board's financials.
9. Ensuring that effective policies, procedures and infrastructure are in place to support the operations in vocational education and training.
10. Ensuring that policies, strategies and goals are clearly understood by all stakeholders, and facilitating the development, maintenance, and monitoring of curriculum and operational plans so that business and strategic objectives at all levels are achieved at an optimum pace.
11. Managing performance including the facilitation of performance appraisals for direct reports with a view to reviewing performance and developing the required competencies

Qualifications and Experience:

- a) A Post Graduate Degree in Public Administration/ Management Studies along with a Certificate/Diploma in Technical/Vocational Education; and
- b) Not less than five (5) years' experience in a Senior Management Position.

Skills/ Knowledge Requirements:

- Ability to plan effectively for best results.
- Strong verbal and written communication.
- Sound understanding of technical and vocational education and training.
- Sound knowledge of management and administration of a Training Board / Technical institution.
- Time management.
- Ability to learn quickly in a dynamic and challenging environment.

Salary for the post is set at S4 (\$121,547.08) per annum with allowances of \$18,810.36 per annum

Applications, together with Curriculum Vitae, copies of two recent testimonials and the names of two referees should be submitted no later than **April 30th, 2025** to:

**The Chairman
Barbados Vocational Training Board
Cnr. St. Paul's Ave & Culloden Road
St. Michael**

All applications should be marked on the outside "Private and Confidential. Attention Chairman of the Board only."

The Barbados Vocational Training Board thanks all applicants for their interest but regrets that only candidates selected for interview will be acknowledged.