

CAREER OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the post of:

Centre Manager GMG/SEG 2, (Kingston and Spanish Town Centres)

Job Summary

Reporting to the Regional Manager, the Centre Manager is the accountable officer at the Centre who executes managerial/administrative functions and ensures that the Programme activities are planned, organized, sufficiently coordinated and executed at the supervised sites. The Centre Manager is responsible for giving clear directions to both staff and students; to form and maintain strategic linkages with corporate society. The Centre Manager will monitor the delivery of the programme activities at the Centre and make recommendations to effect improvements in the system.

Key Responsibilities

Technical/Professional Duties

- 1) Supervises all the Programme activities at the Centre and Outreach Station and ensures quality of the delivery of each activity.
- 2) Prepares an annual work plan for implementation of the Programme objectives at the Centre and Outreach Station
- 3) Ensures that the organization's objectives are sufficiently met at the Centre
- 4) Ensures that the standards of the organization are sufficiently upheld at the Centre and Outreach Station
- 5) Ensures that the academic component of the Programme meets the standards of the MOE
- 6) Identifies gaps in the Programme activities, and takes initiative for remediation
- 7) Coordinates data collection, and compiles reports on the performance and progress of the Centre and Outreach Station for inclusion in Quarterly and Annual Reports.

8) Maintains contact with local organizations/institutions to engender public awareness of the Foundation.

Human Resource Duties

- 1) Conducts periodic staff meetings to ensure dissemination of information, and to engender a sense of camaraderie among the staff
- 2) Provides leadership and guidance to staff through effective objective setting, delegation and communication.
- 3) Conducts performance appraisals of all direct supervision
- 4) Monitors and evaluates the performance of direct reports and recommends and/or initiates corrective actions where necessary to improve performance to attain established personal and/or organizational goals.
- 5) Fosters teamwork, a harmonious working environment and promotes collaborative working relations
- 6) Ensures the developmental needs of staff are clearly identified and addressed
- 7) Recommends training for staff to increase awareness
- 8) Conducts performance appraisals of staff supervised for required purpose and at required intervals.
- 9) Ensures that staff is aware of and adhere to the policies, procedures and regulations

Required Skills/knowledge and Competencies

- Sound knowledge of the relevant computer applications.
- Excellent oral and written communication skills
- A high degree of confidentiality.
- Ability to work as part of a team
- Sound knowledge and understanding of government regulation, practices and functions
- Good management and leadership skills
- Ability to maintain composure and respond professionally under stressful circumstances
- Good use of initiative, problem solving and conflict management skills
- Ability to exercise sound judgment in unfavorable or unpopular situations
- Sound Knowledge of Adolescent Psychology/counselling psychology

- Sound knowledge of the following acts and regulations-: the education act, the education regulations, the Child Care and Protection Act, the Access to Information Act

Minimum Required Qualifications and Experience

- A First Degree in Management or Business Studies or related discipline from a recognized tertiary institution
- Post Graduate Diploma in Education, Counselling Psychology and or Social Work
- At least six (6) years related experience at managerial level, with at least two (2) years' experience in Social Work and or Business Education
- Must own and operate a reliable motor vehicle

We thank you for responding, but only shortlisted candidates will be contacted