



**CARIBBEAN EXAMINATIONS COUNCIL
HEADQUARTERS**

JOB DESCRIPTION

This Job description is a guide to the key duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Job descriptions are reviewed and revised to meet the changing needs of the Organisation.

JOB IDENTIFICATION	
Job Title	Pro-Registrar /Deputy Chief Executive Officer
Division	Office of the Pro-Registrar
Department/Unit	Office of the Pro-Registrar
Location	Western Zone Office, Jamaica
Reports to	Registrar
Supervises	Office of the Pro-Registrar, Research and Educational Services Division
Issue Date	
Date Revised	January 2021
Hay Points	
Salary Range	
Salary Position	Pro-Registrar
JOB SUMMARY	
Responsible for providing overall leadership and management of all aspects of work undertaken at the Western Zone Office, including the servicing of the Schools' Examinations Committee (SEC) and its Sub-Committee (SUBSEC), Research Advisory Committee, and the work of the National Committees established in the participating territories.	
KEY DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Provide leadership and strategic management for the Western Zone Office (WZO) with direct portfolio responsibility for the Research and Educational Services Division. 2. Oversee the management and operations of the Syllabus and Curriculum Development Department. 3. Oversee the management and operations of the Research and Development Department. 4. Establish and maintain relationships with key stakeholders and customers of the Council, and with prospective donors, to influence Educational Transformation within the region. 5. Perform any Other Duties assigned by the Registrar. 	

REQUIRED ACTIVITIES

1 Provide leadership and strategic management for the Western Zone Office (WZO) with direct portfolio responsibility for the Research and Educational Services Division.

- 1.1 Assist the Registrar in defining the strategic direction of the Council by providing key information and statistics on which strategies and policy decisions can be based.
- 1.2 Assist the Registrar in the implementation of the Council's directives.
- 1.3 Ensure the timely and effective implementation of the strategic and operational plans for the WZO.
- 1.4 Ensure the timely preparation of work plans to enable the work programmes of the WZO.
- 1.5 Provide administrative oversight of other units not in divisional responsibility:
 - 1.5.1 Ensure the effective management of the annual budgets for the WZO;
 - 1.5.2 Oversee the dispatch, receipt and security of examination papers and materials, marking of scripts and other activities associated with the conduct of examinations;
 - 1.5.3 Provide support to the human resources function at WZO.
- 1.6 Assist the Registrar in providing for the Council, the School Examinations Committee (SEC) and its sub-committees, the Research Advisor Committee, key information and statistics to inform strategies and policy decisions.
- 1.7 Assist the Registrar in promoting and advancing the work of the School Examinations Committee and the Research Advisory Committee.
- 1.8 Oversee interdivisional and the research of specific internal and external issues relating to the work of the Research and Educational Services Division to inform SEC and sub-committees papers.
- 1.9 Prepare papers for submission to SEC and its sub-committees.
- 1.10 Act as Secretary to SEC and its Committees.
- 1.11 Assist the National Committees in carrying out their functions.
- 1.12 Deputize for the Chief Executive Officer in his/her absence or as designated/delegated.

2 Oversee the management and operations of the Syllabus and Curriculum Development Department.

- 2.1 Assume responsibility for the effective and efficient development, review and implementation of new products and syllabuses offered by CXC.
- 2.2 Assume responsibility for the operations of the Learning Institute and Learning Hub.

**Job Title: Pro-Registrar/Deputy Chief Executive Officer
Administrative Operational Center: Western Zone Office, Jamaica**

- 2.3 Assess the impact of the operations of the Learning Institute and Learning Hub to inform decision-making related to their offerings.

3 Oversee the management and operations of the Research and Development Department.

- 3.1 Manage the operations of the Research and Development Department to ensure that targets are met within the assigned budget.
- 3.2 Ensure that the required research is conducted to determine new product development, performance of current products and feasibility of potential projects.
- 3.3 Ensure that the required research is conducted to ensure that CXC is up-to-date on new methodologies in the educational industry in order to determine which are feasible for implementation within the organization towards achievement of the strategic objectives.
- 3.4 Oversee the statistical analysis of the performance of CXC products and services to inform decision-making at the corporate level.

4 Establish and maintain relationships with key stakeholders and customers of the Council, and with prospective donors, to influence educational transformation within the region.

- 4.1 Assist in obtaining external financial and/or technical assistance to enable the Council's work programmes.
- 4.2 Contribute to the development of an organizational public relations programme.
- 4.3 Participate in planning an organizational public relations programme and facilitate its implementation especially in the Western Zone.
- 4.4 Liaise with the various publics to develop relationships and strategic alliances.
- 4.5 As required, represent CXC at regional seminars/webinars/conferences to ensure that the work of the Council is recognized throughout the region.
- 4.6 Partner with the relevant stakeholders to enhance the work of the Council.

5 Perform any Other Duties assigned by the Registrar.

**Job Title: Pro-Registrar/Deputy Chief Executive Officer
Administrative Operational Center: Western Zone Office, Jamaica**

QUALIFICATIONS & EXPERIENCE

- Post-graduate degree in education and/or management.
- A doctoral degree in a relevant discipline would be an advantage
- Knowledge of the region’s educational systems.
- Experience in working in an education environment.
- A minimum of five years’ experience in a senior management position, either in the public or private sector, with demonstrated skills in writing project proposals, project planning and in managing large projects.

SKILLS REQUIRED

- Strong organizational and leadership skills, and must be detail-oriented, with the ability to manage professional and non-professional staff.
- Excellent communication and interpersonal skills.
- Proficiency in use of information technology for document preparation and presentation, and data analysis and reporting.

ORGANIZATIONAL RELATIONSHIPS

- Interacts frequently with the Registrar, Directors and Senior Managers on policy matters.
- Interacts frequently with staff of the WZO on day-to-day matters.
- Liaises with staff at Headquarters.

EXTERNAL CONTACTS

1. Schools’ Examinations Committee (SEC) and its Sub-Committee (SUBSEC)
2. Research Advisory Committee
3. National Committees
4. Ministry of Education, Jamaica

Staff Member Signature:

Date:

Supervisor Signature:

Date:

HR Officer Signature:

Date: