

CARIBBEAN EXAMINATIONS COUNCIL

VACANT POST OF REGISTRAR



The Caribbean Examinations Council is seeking a talented leadership professional to fill the post of **Registrar**. The Registrar is the Chief Executive Officer of the Council.

The Caribbean Examinations Council provides examinations in a wide range of subjects at all levels of the education system and is involved in accrediting and certifying professional groups across its member states. The Council is supported by and currently serves its sixteen Participating Territories which are all countries of the English-speaking Caribbean, as well as Saba, St Maarten and Suriname, its External Members.

The Registrar is expected to lead an aggressive transformation process that is currently underway to fully enable the organisation to be the catalyst for sustainable growth and development of the region by enhancing the global competitiveness of its human resources. The position is based at the Council's Headquarters in Barbados which is a stable democracy with the oldest parliamentary system in the Western Hemisphere. The Council's other office is located in Jamaica for the Western Caribbean.

The Registrar, as Chief Executive Officer, is required to:

- provide leadership and strategic management for the organisation
- ensure timely and effective implementation of the strategic and operational plans
- inspire staff and create the motivational environment for optimal performance
- ensure the financial viability of the organization
- represent the Council in its relations with member Governments, other stakeholder institutions and organisations

Candidates should have:

- A distinguished record of leading complex organisational change
- A minimum of seven (7) years' experience in a senior leadership position, three (3) of which should have been in the role of Chief Executive Officer of a comparable organization
- Strong leadership qualities including logical and critical thinking, problem-solving and team building skills
- Excellent communication skills and the ability to successfully manage complex and sensitive relationships at high levels within the governments of member states
- A high level of integrity and dependability with a strong sense of urgency and results-orientation
- Proficiency in the use of information technology applications including project management software
- The ability to supervise cooperative projects with governments, international organisations, educational institutions and professional associations
- Demonstrated commitment to the development of small states; familiarity with the Education and public examination system of CARICOM member states or of a similar region would be a major asset

The successful candidate is expected to have:

- Appropriate academic and professional qualifications in a relevant field

REMUNERATION

The Council offers a regionally competitive salary and benefits. Relocation assistance is provided where necessary.

APPLICATIONS

Persons who wish to apply for the post are invited to send by email to ExecutiveJobs@cx.org the following:

1. A one-page signed application letter in pdf format in which you clearly match your abilities and experience to the requirements for the role. The letter must be addressed to the Chairman of the Caribbean Examinations Council, The Garrison, St Michael **BB 14038**, BARBADOS
2. Detailed *curriculum vitae*

The successful candidate will be expected to assume duties from **1 September 2014**

Applications should include the names and addresses of three referees and should be submitted by **15 May 2014**

Further particulars for this post may be found on the Council's website: www.cxc.org. Other inquiries may be addressed to **Mr Verieux Mourillon** by telephone to (246) 227 1810, or (246) 231-6485, or by e-mail to vmourillon@cx.org.

7 March 2014