

CARIBBEAN EXAMINATIONS COUNCIL

JOB DESCRIPTION

Job Identification	
Job Title:	Registrar
Location:	Headquarters/Eastern Zone Office, Barbados
Reports to:	The Council, through
	<ul style="list-style-type: none">- Chairman AND Council of CXC- the Administrative and Finance Committee (AFC)- School Examinations Committee (SEC)
Issue Date:	7 March 2014
Job Summary	
Responsible for providing overall leadership and management of the Caribbean Examinations Council (CXC), managing the operations of CXC's Eastern Zone Office with oversight of CXC's Western Zone Office	
Key Duties and Responsibilities	
1. Provide leadership and strategic management	
2. Provide sound operational management for the organisation.	
3. Ensure financial viability of the organisation	
4. Establish and maintain external relationships to promote and advance CXC's objectives.	
5. Provide guidance to the National Committees and School Examinations Committee	

Required Activities

1. Provide leadership and strategic management

- 1.1 Lead in framing the strategic direction of the organisation and provide overall strategic management and policy guidance
- 1.2 Facilitate Council and CXC's committees in framing strategic and policy decisions and monitoring their implementation
 - 1.2.1 Research specific internal and external issues related to the work of the organisation and draft Council and Committee papers
 - 1.2.2 Provide AFC with key information and statistics on which it can base strategies and policy decisions
- 1.3 Ensure timely and effective implementation of strategic and operational plans
- 1.4 Inspire CXC's staff and create the motivational environment in which employees can perform at optimum levels and achieve targets set
- 1.5 Act as champion of continuous organisational improvement and communicate new directions to other change agents within CXC
- 1.6 Keep abreast of current trends related to CXC's products and services and anticipate future trends likely to have an impact on CXC's work
- 1.7 Act as Secretary to Council and its Committees

2. Provide sound operational management for the organisation

- 2.1 Assume responsibility for the effective and efficient development and conduct of examinations
- 2.2 Build, maintain and lead an effective management team that will ensure continuing effective management of CXC
- 2.3 Clearly define responsibility of the management team and ensure that measurable performance targets are set, documented, implemented and monitored
- 2.4 Ensure effective management of people throughout CXC which includes appointment of all Support and Ancillary Staff and guiding the selection process for Principal Staff appointments
- 2.5 Facilitate cross-divisional collaboration and strengthen internal communication with staff to develop a positive work environment throughout the organization

- 2.6 Develop, maintain and implement a sound operational plan that is driven by CXC's strategic priorities and the performance of which is measured against overall outcome targets set by Council (this involves obtaining sources of funding, implementing proper systems and procedures, etc.)
- 2.7 Set operational targets in terms of financial and performance measurement standards
- 2.8 Ensure delivery of high quality services while managing for current and future growth
- 2.9 Assume responsibility for the day-to-day management of the affairs of the Administrative and Operational Centre (AOC) of the Eastern Zone and oversee the work of the Pro-Registrar who is responsible for the affairs of the Western Zone AOC
- 2.10 Develop a plan of action for succession management with respect to critical management positions

3. Ensure financial viability of the organisation

- 3.1 Develop short and long range strategic financial objectives for the organisation in the context of CXC's strategic objectives and the desired outcomes set by Council
- 3.2 Formulate and execute comprehensive marketing, branding and development strategies that will enhance revenue from member governments, major donor agencies, foundations and corporations
- 3.3 Cultivate a strong and transparent working relationship with Council through AFC and ensure open communication about the measurement of financial, programmatic and impact performance against CXC's stated targets
- 3.4 Prudently manage CXC's resources within budget guidelines according to current laws and regulations
- 3.5 Ensure that funds are allocated in a manner that best reflects current needs and future potential and allows CXC to make continuous progress towards achieving its mission
- 3.6 Ensure that investment practices and exploratory projects are consistent with the level of risk-taking expected of organisations that have been entrusted with public funds
- 3.7 Oversee the financial status of the organisation including developing long and short range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organisation is operating in a manner that supports its approved programmes and staff

4. Establish and maintain external relationships to promote and advance CXC's objectives

- 4.1 Act as the key promoter and ambassador of CXC and market the organisation to appropriate regional and international target groups
- 4.2 Establish and maintain relationships with the key stakeholders of CXC (ministries of education, education institutions), in order to ensure that a keen understanding of their requirements informs CXC's strategic and operational objectives
- 4.3 Develop relationships with potential donors to promote development of CXC
- 4.4 Develop strategic alliances with organisations similar to CXC to facilitate the exchange of knowledge and resources when needed
- 4.5 Articulate the organisation's official policy and position to the media when required
- 4.6 Represent CXC at (high level) official functions

5. Provide guidance to the National Committees and School Examinations Committee

- 5.1 Guide National Committees in the Eastern Zone in carrying out their functions
- 5.2 Coordinate the work of National Committees in the Eastern Zone with that of the National Committees in the Western Zone, with the assistance of the Pro-Registrar
- 5.3 Promote and advance the work of the School Examinations Committee with the assistance of the Pro-Registrar

Organisational Relationships

Interacts frequently with the Pro-Registrar, Director Corporate Services, members of the management team and the Public Information/Customer Services Officer

External Contacts

- 1. National Committees in the Eastern Zone
- 2. School Examinations Committee
- 3. Ministries of Education
- 4. Scholars and government officials
- 5. Educational Institutions

External Contacts Continued

6. Organisations similar to CXC (strategic alliances)
7. Funding agencies
8. Public and private sector organisations interested in supporting the Council's work
9. Media/public

Qualifications and Skill Requirements

1. A post-graduate degree in Management, Educational Leadership or related discipline
2. 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
3. A distinguished track record of leading complex organisational change
4. A high level of integrity and dependability with a strong sense of urgency and results-orientation
5. Strong leadership qualities including logical and critical thinking, problem-solving and team building skills
6. Excellent communication skills and the ability to manage complex and sensitive relationships at high levels within the governments of member states
7. High level of proficiency in the use of information technology particularly with respect to applications for spreadsheets, word processing, presentations, data base management and project management
8. Professional certification from a recognised body in management or executive leadership would be an asset
9. A doctoral degree in a relevant discipline would also be an asset
10. Familiarity with the education and public examinations systems of the CARICOM member states or of a similar region would be a major asset

7 March 2014