



**MINISTRY OF EDUCATION, SKILLS, YOUTH AND INFORMATION
NATIONAL COUNCIL ON EDUCATION
JOB DESCRIPTION AND SPECIFICATION**

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|---------------------|--|
| JOB TITLE: | Training Manager |
| JOB GRADE: | GMG SEG 3 |
| POST NUMBER: | |
| DIVISION: | Department of School Governance |
| REPORTS TO: | Senior Director, School Governance |
| MANAGES: | Training Officers (GMG/SEG 1) x3 Secretary 2 (OPS/SS 2) |

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

May 2026

Date Created/Revised

Strategic Objective

To promote good corporate governance within schools and facilitate improved student outcomes.

Job Purpose

The Training Manager has overall responsibility for ensuring the timely training of volunteers to serve as school board members. The incumbent is also responsible for promoting effective school governance through the targeted training of school board members, equipping them with the requisite knowledge, skills, and competencies to execute their roles effectively.

The post holder is responsible for ensuring that school boards receive the necessary guidance and support to function efficiently, thereby contributing to improved student outcomes. The Training Manager also leads the development and implementation of training strategies by designing and overseeing a comprehensive training framework aligned with institutional and organizational objectives.

Key Outputs:

- Strategic and annual operational plans for school board training prepared;
- Individual work plan, mid-year reviews and annual performance appraisal reports completed;
- Annual/ Quarterly/Monthly performance reports prepared;
- Technical advice and recommendations provided;
- Policy recommendations produced in respect of school governance matters;
- Training needs assessment directed;
- Internal and External Training and development activities managed/coordinated;
- Training framework developed in line with institutional or corporate objectives;
- Training strategies, policies, guidelines, and quality standards defined.
- Training Budget developed and managed;
- Funds and material resources are efficiently and effectively deployed.

Key Responsibilities:

- Develops cost-effective methods to support the training of school boards;
- Reviews on a continuous basis, training programmes for Chairmen and members of school boards;
- Liaises with school board members to identify training needs;
- Prepares training budget to ensure that all newly appointed school board members are trained;
- Oversees the delivery of school board training programmes to school board members;
- Develops, manages, and oversees the Council's online training programme for school board members;
- Oversees the development of training materials such as learning journals, presentations and case studies to support the training needs of school board members;
- Coordinates the preparation of resource materials for school board members;

- Develops and disseminates resource materials to facilitate the preparation of packages for newly

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- appointed board members;
- Develops, organizes, and implements a schedule to facilitate the timely training of newly appointed school board members;
 - Ensures that new school board members receive relevant resource materials to assist them in carrying out their functions effectively;
 - Analyzes training evaluation forms, prepares comprehensive training reports, and makes recommendations to improve training delivery;
 - Develops a plan of action to certify board members who participate in the Council's training programmes;
 - Coordinates conferences for school board members;
 - Makes presentations on behalf of the organization when necessary;
 - Conducts periodic reviews of the school board handbook in order to maintain its relevance.

Management/Administrative Responsibilities:

- Plans, organizes and directs the work of the Unit;
- Prepares monthly, quarterly, and annual progress reports on the achievements of the Unit;
- Prepares strategic and annual operational plans and supporting budget for the unit;
- Prepares annual work plan; mid-year reviews and annual performance appraisal reports;
- Conducts monthly, quarterly and ad hoc Unit meetings;
- Represents the NCE at meetings and conferences.

Human Resource Responsibilities:

- Provides leadership to staff through effective objective setting, delegation and communication;
- Identifies and manages the developmental and welfare needs of staff in the Unit;
- Fosters teamwork and a harmonious working environment and promotes collaborative working across sections;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave;
- Recommends disciplinary action in keeping with established human resource policies.

Other Responsibilities:

- Performs any other duties assigned by the Senior Director, School Governance.

Performance Standards:

- Training programmes coordinated within specified timeframes;

- Training resources developed, maintained and updated within agreed guidelines;
- School board directory outlining names of volunteers, school types, location, ownership and position of members updated;
- Strategic and operational plans for the School Governance training component prepared;
- Quarterly and annual reports prepared in respect of school Board training;
- Individual work plan, mid-year reviews and annual performance appraisal reports completed.

Contacts

Internal

| Contact Title | Purpose of Communication |
|------------------------|--|
| The Executive Director | Receives guidance and advice on matters pertaining to school board training with a view to facilitating effective school governance through training and development |
| Council | Reports on the status of school board training. Receives guidance and approval in respect of the training of school board members |
| All Unit Heads | Collaborates and shares information on school board training issues. Obtains feedback on the status of the implementation of Unit plans |
| All other staff | Shares information and provides guidance and feedback |

External

| Contact Title | Purpose of Communication |
|---|--|
| Regional Directors | Consults regarding training matters |
| Members of Parliament/Ministers of Government | Solicits nominations for school board appointments |
| Representatives of Church, Trusts and Leased operated schools. | Consults regarding training needs |
| Education /Community Regional Officers, Education Officers and Principals | Consults and solicits information regarding unresolved school governance issues and areas of challenges and constraints that require training intervention |
| Ministry of Education, Skills, Youth and Information (MoESYI) | Partners with the Education Officers and other ministry officials to close training gaps among school board members. |
| Other departments of the MoESYI | Solicits information and receives enquiries |

Required Knowledge, Skills and Competencies:

Core

- Strong analytical and problem-solving skills;

- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizational skills;
- Excellent judgment and decision-making skills;
- Upholds integrity, ethics, and maintains confidentiality
- Ability to influence and motivate others;
- Good verbal and written communication skills, with the ability to deliver presentations with tact, clarity, enthusiasm, and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Ability to think strategically to develop policies and make decisions regarding school board training matters.

Technical

- Good knowledge of Andragogy/Adult Learning strategies and practices;
- Good knowledge of HRD principles;
- Good knowledge of the Education Regulations, 1980;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendations for the modification or creation of legislation, policies, and programmes;
- Aptitude for developing and maintaining collaborative relations;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Qualification and Experience:

- A Master's Degree in the Social Sciences, Education or a related discipline;
- Five to ten years' experience in training, leadership, human resources or education;
- Train the Trainers' Certification;
- Teaching Diploma would be an asset.

Authority to:

- Design systems and ensure that they work;
- Recommend vacation leave;
- Approve sick and departmental leave;
- Administer procedures for the monitoring and reviewing of training/developmental programmes, systems and policies;
- Approve expenditure within specific limits.

Special Conditions Associated with the Job:

- Normal working conditions;
- Will be required to travel island-wide;
- May be required to work beyond normal working hours;
- May be required to work on weekends and public holidays;
- Must own and operate a reliable motor vehicle.

Validation of Job Description

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