



Montserrat Community College

Board of Governors

P.O. Box 67, Salem, Montserrat

Tel: 664-491-9009: Fax 664-491-9010: E-mail: mcc@candw.ms

VACANCY NOTICE

PRINCIPAL – MONTSERRAT COMMUNITY COLLEGE

Applications are invited from suitably qualified persons for the post of Principal, Montserrat Community College.

JOB PURPOSE

To be the academic and administrative head of the Montserrat Community College and thereby supervise and direct the academic work of the College, and the academic, administrative and other staff of the College.

KEY RESPONSIBILITIES

The person engaged shall hold the post of Principal – Montserrat Community College and shall perform and discharge all such powers, functions and duties entrusted to the Principal under the provisions of the Montserrat Community College Act (CAP 16.06). In addition to these duties above, the person engaged shall be responsible for: -

1. Plan and implement policy relating to all phases of the operation of the College to include but not limited to the administration, supervision, discipline, maintenance and promotion of the College and its programmes.
2. Carry out the duties relating to the day to day administration of the College to include but not limited to collecting, coordinating and distributing information on all matters to be submitted to the Board.
3. Carry out the functions of Registrar/Bursar on behalf of the Montserrat Community College.
4. Schedule and attend all meetings of the Board, draft correspondence for and on behalf of the Board and ensure that timely action is taken on all decisions related to the Board's directives.

5. Process student applications, admissions, orientation, records and transcripts and eligibility for certificates and awards, and provide information pertaining to students, the College, its programmes, regulations, guidelines and directives.
6. Determine students' eligibility for graduation and be responsible for the activities related to the graduation ceremony.
7. Supervise the recruitment of employees, such recruitment to include but not limited to negotiating the terms of employment with the College.
8. Receive all monies and property payable or deliverable to the College and carry out the day to day financial administration and control of the College's budget subject to the directives of the Finance Committee and the principal.
9. Introduce measures, mechanism and procedures necessary for the effective discharge of the duties of principal.
10. Provide leadership in matters relating to the academic, technical and vocational programmes of the College and establish policies and practices to facilitate the delivery of quality education and training.
11. Establish and implement practices and processes for evaluating the performance of staff.
12. Identify and make recommendations for the short and long term needs and requirements of the College and make recommendation for the employer's capital and maintenance budgets.
13. Promote the interest of the College within and outside Montserrat.
14. Carry out all duties directly or indirectly related to the above or as may be assigned from time to time or stipulated in all legislation, rules, guidelines and directives of the College.

PERSONNEL SPECIFICATIONS

Applicants should:

Have a post graduate degree, Masters or PhD in education, preferably in post-secondary, higher or adult education.

Have at least five years successful experience in higher education administration or teaching at the tertiary level and/or in managing a post-secondary institution.

Have excellent oral and communication skills and human relation skills.

Be visionary, dynamic, creative and innovative and be able and willing to work under pressure and to meet deadlines.

SUPERVISION

Reports to and is subject to the directives of the Chairman of the Montserrat Community College Board of Governors.

REMUNERATION

The following is proposed as the basic salary and allowances for the Principal:-

Basic Salary	EC\$ 78,000 pa
Professional Allowance	EC\$ 24,000 pa
Travel Allowance	EC\$ 9,600 pa
Entertainment Allowance	EC\$ 3,600 pa
Telephone Allowance	EC\$ 1,440 pa

Employment would be on contract for a period of two (2) years, but is subject to a three month probationary period.

A gratuity of 12.5% of the basic salary will be paid upon **satisfactory completion** of contract.

APPLICATION PROCEDURE

Applications are to be accompanied by full curriculum vitae, certified copies of relevant qualifications and two (2) recent letters of reference, to reach him no later than **Friday, August 22, 2014** and addressed to the:-

The Chairman
Board of Governors
Montserrat Community College
c/o Ministry of Education Youth Affairs & Sports
P.O. Box 103
Brades, Montserrat