

Advertisement
Circular No. 01
of 2018

Ministry of the Public Service
P. O. Box N-3915
Nassau, Bahamas
Telephone No. (242) 502-7200
Facsimile Nos. 322-7567 or 326-6929

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23rd January, 2018

**TO: ALL PERMANENT SECRETARIES AND HEADS OF DEPARTMENT AND OFFICERS
WITH RESPONSIBILITY FOR HUMAN RESOURCES MATTERS**

The Public Service Commission has approved the advertisement outlined below. It should be brought to the attention of all officers and posted on a notice board until after the closing date for receipt of applications.

**VACANCY FOR DISTRICT SUPERINTENDENT,
SCALE SED1
(DEPARTMENT OF EDUCATION)
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY**

Letters of interest are invited from suitably qualified Bahamians presently serving in the Public School System to fill the post of **District Superintendent, Scale SED1**, in the Department of Education, Ministry of Education, Science and Technology, for the beginning of the **2018/2019** academic year.

Please note that this position will only be filled if a vacancy becomes available as a result of unexpected resignations, early retirements or other unforeseen circumstances.

Persons who were appointed to act to test suitability for substantive promotion to this post need not re-apply.

Requirements for the post:

- A Bachelor's Degree and professional teaching qualifications from an approved institution;
- A minimum of ten (10) years successful teaching experience;
- A minimum of three (3) years excellent administrative experience as:
 - Principal Grade "A" Secondary, Scale S1;
 - Principal Grade "A" Primary, Scale S2; or
 - Principal Central Secondary School, Scale S3;
- Training in school administration and supervision. (Preference will be given to training obtained at The College of The Bahamas Institute of Educational Leadership.)

The successful candidate will be expected to:

- Serve as the Chief Administrator of the school district and the Principal Advisor on district matters to the Ministry of Education, Science and Technology;
- Ensure that all aspects of the school district operations comply with the Ministry of Education, Science and Technology's policies and regulations;
- Have a high level of administrative competence, interpersonal, organizational and communication skills and be a strong team motivator;

- Be committed to improving the quality of education, evaluating students progress and creating a conducive learning environment in district schools.

Specific duties of the post include:

- Advising school administrators on all aspects of school organization, administration and supervision;
- Evaluating district needs and recommending an action plan, inclusive of goals, objectives and priorities to the Ministry of Education, Science and Technology;
- Ensuring implementation of all Ministry of Education, Science and Technology's approved curriculum including mandated programmes and assessment procedures;
- Overseeing school facility management, the maintenance of the physical plant and ensuring the efficient use of district resources in the daily operations of schools;
- Organizing further educational programmes by liaising with tertiary institutions at home and abroad;
- Facilitating purchase, delivery and distribution of supplies and equipment;
- Liaising with relevant persons to ensure efficient and effective management of the District;
- Co-ordinating professional development of staff, evaluating staff performance and developing guidelines for improved monitoring of the instructional programme.

The salary of the post is in Scale SED1 - \$43, 800 x 700 - \$55, 700 per annum (July 2016 Salary Scales).

Interested persons must submit letters of interest indicating the specific post, scale and Island for which they wish to be considered. Applicants are advised that it is their responsibility to provide proof of all relevant academic and professional qualifications, and school administrative experience. A recent passport-sized photograph should be affixed to all letters of interest submitted for the updating of records if one was not rendered during the 2017/2018 Exercise.

Applications tendered after the stipulated deadline and without the requisite documents are deemed incomplete and unacceptable.

Successful Candidates are subject to posting throughout the Commonwealth of The Bahamas.

Applicants must submit letters of interest and supporting documents through their Head of Department so that they are stamped and dated in the Department of Education, Ministry of Education, Science and Technology, and submitted to the Secretary, Public Service Commission not later than **16th March, 2018**,

Permanent Secretary