



CARIBBEAN FISHERIES TRAINING AND DEVELOPMENT INSTITUTE

An Agency of the Ministry of Agriculture, Land and Fisheries

Principal

The Job

The successful candidate will be responsible for the strategic leadership, business management and effective oversight of the operations and personnel of the Institute. This involves the vigorous pursuit of the Institute's objectives and ensuring the attainment of its strategic goals in accordance with policies agreed by the Management and Advisory Committee, including the proper use of allocated public funds. The incumbent is also required to be the accounting officer in relation to matters of human resource, health, safety, wellbeing, and risk management.

Essential Duties and Responsibilities

- Provide leadership within and on behalf of the Institute by:
 - Leading the strategic development of the Institute and the implementation of the objectives agreed with the Management and Advisory Committee and take primary responsibility for the management of the affairs of the Institute.
 - Maintaining strong governance structures, leadership teams and management arrangements within the Institute.
- Manage the Institute's funds in accordance with audit compliance rules and regulations and the State Enterprise Performance Manual.
- Develop Annual Budgets for the operation of the Institute as a business unit in collaboration with Department Heads based on documented programme needs, estimated enrolment, personnel, and other fiscal needs.
- Oversee and manage the marketing and communications plans of the Institute.
- Develop and implement Institute Policy and Procedures as needed.
- Act as the Lead on the recruitment, retention, and succession planning of Institute staff; ensuring that the Institute attracts, develops, and retains a high-performance talent pool.
- Define and maintain staff performance management systems
- Ensure that the Institute is adaptable and is well placed to successfully respond to the future demands of the sector.
- Spearhead the development of revenue generating projects to reduce dependence on the public purse.
- Coordinate and liaise with The Ministry of Agriculture, Land and Fisheries and other Government Ministries and Agencies on policy matters.
- Further the best interest of the Institute by building constructive and positive relationships with key external stakeholders, industry partners, regional and international bodies, and partners.
- Performs other related duties as required

The successful candidate must have

- ✓ Attained a Master's degree in business management, natural sciences or education
- ✓ A proven track record of transformational leadership and innovation to respond to a changing business environment
- ✓ Considerable experience in the maritime and fisheries sectors
- ✓ Working knowledge of an educational or technical training institution environment

Applications supported by resumes should be addressed to the Chairman and sent via email to: info@cftdi.edu.tt

Closing Date for Applications is December 28th 2020

UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED