



**MIC-IT INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POSITION WITHIN ITS CURRICULUM UNIT, HEAD OFFICE:**

## **MANAGER, CURRICULUM DEVELOPMENT**

### **OVERVIEW**

The **Manager, Curriculum Development**, will lead all curriculum development activities within the MIC Institute of Technology (MIC-IT). This includes the design, development, implementation, monitoring, and review of Technical Vocational curricula across various occupational areas aligned with the Company's needs and interests.

The incumbent will manage the Curriculum Development Unit and provide expert advice and support on curriculum matters to senior management, faculty, staff, and MIC-IT stakeholders.

### **JOB SUMMARY includes**

1. Provide leadership, vision, and strategic direction in all aspects of curriculum planning, development, implementation, review, and continuous improvement. Lead the formulation and implementation of curriculum-related policies, guidelines, and quality assurance standards
2. Offer expert guidance and support on curriculum development matters to senior management, faculty, staff, and institutional stakeholders
3. Provide direction on the organisation of programmes, teaching and training methodologies, development and use of instructional materials, and construction of assessments
4. Oversee the development and maintenance of curriculum records, ensuring alignment with the Training Division's Quality Assurance System, policies, accreditation standards, and regulatory requirements
5. Collect, analyse, and interpret data under a monitoring and evaluation framework to assess curriculum effectiveness, identify areas for improvement, and inform policy, training practices, and curriculum design
6. Collaborate and network with Technical and Subject Matter Experts, the National Training Agency, and other institutions involved in skills training to ensure curricula are aligned with national and international standards. Attend relevant training and professional development activities to ensure curricula remain current and responsive to evolving needs.
7. Represent the Company in internal and external meetings



8. Prepare comprehensive documentation and reports related to curriculum development activities
9. Serve on committees and participate in initiatives focused on educational policy, curriculum trends, and the development of new systems, programmes, and procedures
10. Perform all other related duties as required

## MINIMUM QUALIFICATIONS & EXPERIENCE

1. Master's degree from a recognised and accredited university in Education, Educational Technology, Curriculum Development/Studies, Instructional Design, Training and Development, or a relevant discipline
2. Minimum of eight (8) years' experience in Education and Training with at least three (3) years' experience in curriculum design
3. Professional qualifications in curriculum, instructional design, instructional systems design, distance or open learning, educational/instructional technology, or a related field
4. Experience or training in the design, development, or delivery of continuing and professional education programmes would be an asset
5. Certification in Supervisory Management would be an asset
6. Any equivalent combination of qualifications, skills, and experience may be considered

## REQUIRED SKILLS & COMPETENCIES

1. Proven ability to lead, manage, supervise, monitor, evaluate, and develop staff to meet departmental and institutional objectives
2. Strong leadership, integrity, and conflict resolution skills
3. Ability to provide effective guidance to training providers and key stakeholders
4. Ability to plan and organise teaching programmes, design attainment tests, and apply evaluation techniques
5. Demonstrated capacity to manage multiple projects and maintain organised data systems
6. Ability to prepare comprehensive, data-driven reports



7. Effective team player with excellent collaboration skills
8. In-depth knowledge of government policies, procedures, rules, and regulations
9. Extensive understanding of contemporary educational theories, principles, and teaching methods related to curriculum design and development
10. Sound knowledge of continuing education, training strategies, and adult learning theories
11. Knowledge of instructional design methodologies and research methods relevant to Education
12. Strong grasp of frameworks for evaluating curriculum implementation
13. Knowledge of Competency-Based Education and Training
14. Familiarity with the Qualifications Framework for Technical Vocational Education and Training (TVET).
15. Understanding of the secondary, post-secondary, tertiary, and technical vocational education systems in Trinidad and Tobago, as well as relevant international standards

**APPLICATION AND DETAILED RESUME SHOULD BE SUBMITTED TO:**

**Manager, Human Resources**  
**MIC Institute of Technology (Head Office)**  
**5A Century Drive, Trincity Business Park, Macoya**  
Or email to [recruitment@mic.co.tt](mailto:recruitment@mic.co.tt)

**CLOSING DATE FOR APPLICATIONS: MONDAY, 26 MAY 2025**

*We would like to thank applicants for their interest, and we wish to advise that only those candidates considered will be contacted.*