

One of our clients is looking for a

GENERAL DIRECTOR (GD)

ABOUT NIPA

The National Institute for Professional Advancement (NIPA) is the sole government-recognized institution in Sint Maarten offering advanced vocational and technical education to secondary school graduates and adults in the workforce. Our programs, ranging from short-term qualifications to full four-year apprenticeships, are tailored to meet the needs of the labor market and the broader St. Maarten community. With a commitment to high-quality education, NIPA fosters essential skills such as critical thinking, problem-solving, effective communication, and technological proficiency. NIPA aims to create a supportive, success-driven environment, ensure accessibility to educational and career opportunities, and form strong partnerships with the business community to enhance St. Maarten's position in the tourism industry.

ROLE SUMMARY

The General Director is responsible for directing, guiding, and overseeing the activities aimed at organizing, executing, and evaluating the educational and developmental policies of NIPA. This role includes the implementation of educational programs, supporting tasks within the prevailing funding system, and making strategic decisions in collaboration with the NIPA's Board. The General Director represents the institution in the local educational field, assists in directing professionalization activities for teachers, and supervises the entire educational staff. The ideal candidate will be a visionary leader committed to educational excellence and community development. The General Director will report directly to the Board of Directors and will be responsible to adhere and execute the tasks as outlined in the Articles of Incorporation of NIPA.

KEY RESPONSIBILITIES

- **Pursue Academic Excellence:** Implement and document a systematic approach to meet accreditation preconditions, ensuring high standards across all programs.
- **Enhance Program Quality and Efficiency:** Improve the quality and delivery of NIPA's program offerings and increase the overall efficiency of the institute through continuous assessment and refinement.
- **Improve Financial Controls:** Reinforce robust financial controls, develop viable business projects, institutionalize an effective fee collection method, implement a student grant application system, and foster a culture of financial independence, creativity, and innovation.
- **Foster Business Performance and Innovation:** Promote an environment that encourages high business performance and innovation, advancing best practices and continuous improvement.
- **Enhance Educational Offerings and Learning:** Enhance program offerings, improve student learning outcomes, and support teaching excellence through targeted initiatives and support.
- **Human Resource Management:** Improve the human capacity to effectively manage operations by developing staff capabilities and fostering a professional, collaborative working environment.
- **Stakeholder Engagement:** Strengthen NIPA's engagement with stakeholders, including industry partners, community organizations, and governmental bodies, to support the institution's goals and initiatives.
- **Reporting and Accountability:** Provide regular reports to the SBOD on performance, challenges, and opportunities, and ensure timely and accurate reporting on operational and financial metrics.

QUALIFICATIONS / REQUIREMENTS

- Education: Bachelor's degree in Education, Educational Administration, Public Administration or Business Administration with a focus on education management or related field. A Master's degree is preferred.
- Experience: Proven experience in a senior leadership role within an educational institution.
- Strong understanding of educational policies, curriculum development, and funding systems.
- Demonstrated ability to lead and manage a diverse team of educators and support staff.
- Strong leadership and strategic planning skills.
- Excellent communication, negotiation, and stakeholder management abilities.
- In-depth understanding of local legal frameworks and corporate governance principles.

SKILLS AND PERSONAL ATTRIBUTES

- Ability to foster a positive and productive organizational culture.
- Familiarity with Sint Maarten culture, or readiness to adapt and immerse.
- Analytical, communicative, financially savvy, responsible, stress-tolerant, decisive, and embodies high professional integrity.
- Fluency in English is required and proficiency in Dutch is a plus, alongside excellent negotiation, problem-solving, and decision-making skills.
- Committed to continuous improvement and innovation.

TERMS OF EMPLOYMENT

- The position is offered an one year Performance-Based Contract, with the possibility of renewal based on achieved performances during September each year.
- Remuneration is competitive and will be negotiated with the successful candidate.
- The position may require occasional travel to attend meetings, conferences, and site visits.

HOW TO APPLY

If you meet the qualifications / requirements and are interested in applying for this position, we invite you to apply via email to BDO Dutch Caribbean
Email: applications@bdo.sx

Reference: application General Director – NIPA

Additional queries (if any) should be forwarded to applications@bdo.sx.
The deadline for submitting your resume and motivation is **August 16, 2024**.

All applications should be submitted along with the following documents:

- Cover letter with short motivation;
- Updated Curriculum Vitae;
- Certified copies of all academic transcripts, professional membership qualifications, and certifications;
- Names of three referees, two of whom have closely supervised your performance at work during the last 5-10 years.

Note A clean police record and a comprehensive assessment are mandatory for the selection process. Only candidates shortlisted will be contacted for interviews.