



## T.A. MARRYSHOW COMMUNITY COLLEGE

Tanteen, St. George's, Grenada, W.I  
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### ***Vacancy: Principal***

#### **Job Description:**

The Principal is the chief executive, administrative, and education officer of the College and derives authority from, and is responsible to, TA Marryshow Community College (TAMCC) Council. The Principal must be a problem-solver, capable of shaping the college's development through programs that reflect a strategic vision and a strong planning framework. The Principal is expected to build and manage a collegial and collaborative environment which will allow for thoughtful and decisive leadership of the senior management team.

The Principal must demonstrate ability to play a leading role in the development of a modern multi-campus college that will award Certificates, Diplomas, Associate and Bachelors' Degrees in a wide array of specialized, Technical and Academic Programmes including Information Technology, Business, Pharmacy, Nursing, Applied Technologies, Agriculture, Liberal Arts and Hospitality Arts.

#### **Key Responsibilities:**

The Principal's primary responsibility is to provide vision for the College and continuous leadership and direction for the planning and operation of all aspects of the College's programs and services in conformity with Council policies, the Ministry of Education rules and regulations, and the TAMCC ACT. More specifically, the Principal is responsible for:

- Developing and implementing a progressive and community-responsive College philosophy, including a comprehensive strategic plan that details the institutional mission, vision, goals and objectives, priorities, and resources for the current and long-range needs of the district;
- Developing, maintaining, and evaluating the academic programs and student services of the College and creating a climate that enhances student learning, stimulates creative approaches to teaching and learning, and motivates staff, faculty, and students to optimum achievement;
- Developing and maintaining an appropriate administrative organization to ensure effective and efficient management of the College and its resources;
- Recommending policies for Board action, and implementing those policies adopted by the Board;
- Developing and maintaining a personnel operation that includes the recruitment, selection, development, compensation, evaluation, and continuation of all College staff and faculty;
- Preparing, recommending, and administrating the annual operating and capital budgets as approved by the Board of Trustees;
- Maintaining and making efficient use of existing institutional resources, and creating new resources;
- Providing for effective internal and external communications, including keeping the Council informed, being the College's chief spokesperson, and representing the College to the general public;

- Providing for the preparation and submission of all reports required by Council, Ministry of Education, government, and national agencies;
- Representing and actively participating in appropriate local, national and international efforts to promote the interests of the College;
- Managing the operational affairs of the College Council, including being its professional advisor by analyzing implications of proposed actions and making recommendations, handling agendas, minutes, policies, and other necessary records;
- Delegating to appropriate staff, faculty, and committees' powers and duties listed above as the Principal deems appropriate for the administration of the College;
- Exercising the discretionary power necessary to ensure the continuous efficient operation of the College, and deciding all other administrative matters not outlined above and for which no specific provision has been made in the law or by Council policies; and
- Performing any other duties assigned or delegated by the College Council.

### **The Candidate:**

The successful candidate should have:

- ✓ An earned doctorate or equivalent terminal degree from an accredited institution of higher learning.
- ✓ At least ten (10) years experience as a senior academic administrator with a proven ability to formulate, communicate and successfully implement academic plans.
- ✓ Substantial experience in curriculum Development, Programs Review and Assessment.
- ✓ Senior level experience in Strategic Planning, Budgeting and Personnel Administration, and demonstrated capacity in efficient management of human, fiscal and facility resources.
- ✓ A techno-preneurial and innovative approach to aligning the College's academic and vocational programmes to Grenada's social, economic, environmental, cultural and overall developmental needs.
- ✓ A commitment to promoting student-centered teaching and learning.
- ✓ The highest degree of personal integrity, excellent communication, interpersonal, conflict resolution skills, and a leadership style that is collaborative and inclusive.

### **Remuneration**

Salary will be commensurate with qualifications and experience.

### **Deadline**

Suitably qualified candidates are asked to apply along with a Curriculum Vitae – along with the names, affiliations, email and phone numbers of 3 references, addressed to:

**The Human Resources Manager,  
T. A. Marryshow Community College,  
Tanteen,  
St. George's,**

via the following email: [hrdept@tamcc.edu.gd](mailto:hrdept@tamcc.edu.gd) by **December 15, 2023**.