

TENDER NOTICE



GOVERNMENT OF THE
REPUBLIC OF TRINIDAD AND TOBAGO (GORTT)

MINISTRY OF EDUCATION

Engaging of a Programme Manager for the managing and monitoring of the Ministry of Education's Schools Remediation Programme Initiative

The Ministry of Education hereby invites qualified and interested Individuals to submit applications for consideration for the position, on contract, of Programme Manager to manage and monitor the Ministry's Remediation Programme Initiative.

The Programme Manager will also inform the workings and oversee the activities being implemented in the 80 Primary and 26 Secondary Schools included under the Ministry's Remediation Programme.

The Ministry has prepared a Job Description document which encapsulates the job purpose, distinguishing features, main duties, activities, responsibilities, reporting requirements, person specifications and project deliverables applicable to the position.

Copies of the **Job Description** document can be obtained from the undermentioned Ministry officials, at any time by e-mailing them a request.

1. **Dr. Peter Smith**, Chief Education Officer, (CEO) Ministry of Education at Telephone No: 622-2181 Ext 2347: email address: peter.smith@moe.gov.tt

2. **Mr. Kent Adams**, Procurement Specialist, Ministry of Education at Telephone No: 622-2181 Ext 2136: e-mail address: kent.adams@moe.gov.tt

Any ensuing clarification requests and queries can be directed by email to the aforementioned officers.

Applications shall be addressed to:

The Permanent Secretary, Ministry of Education, Education Tower A No.5 St.
Vincent Street, Port of Spain and clearly marked:

*“Engaging of a Programme Manager for the managing and monitoring of
the Ministry of Education’s Schools Remediation Programme Initiative”*

Applications containing profiles, current resumes, responses to the Person Specifications data sheet, and likely Remuneration Range, must be submitted electronically to the following individuals at their e-mail addresses no later than the close of business on **Friday, 17 February, 2023**:

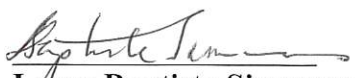
1. **Dr. Peter Smith**, Chief Education Officer, (CEO) Ministry of Education at Telephone No: 622-2181 Ext 2347: email address: peter.smith@moe.gov.tt
2. **Mr. Kent Adams**, Procurement Specialist, Ministry of Education at Telephone No: 622-2181 Ext 2136: e-mail address: kent.adams@moe.gov.tt

Late applications will not be considered in any circumstances.

The Ministry does not bind itself to accept the highest, the lowest or any other application.

At any time prior to the award of a contract, the Ministry reserves the right to cancel the procurement process in its entirety or even partially, without defraying any costs incurred by any individual in submitting his / her application.

Prospective applicants are advised that they can visit the Ministry’s website at <http://www.moe.gov.tt> for all published MOE Tender Notices.


Lenor Baptiste-Simmons
Permanent Secretary
Ministry of Education
February 07, 2023