



# **JOB OPPORTUNITY**

The Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS) established by the CARICOM Heads of Government, is seeking suitably qualified individuals to fill the below mentioned post for Caribbean Basin Security Initiative (CBSI) – Connect Project – The Transferal of the CBSI-Connect Platform to CARICOM IMPACS

## **CURRICULUM DEVELOPMENT SPECIALIST, CBSI-CONNECT PROJECT**

**OPEN TO CARICOM NATIONALS**

### **OBJECTIVES OF THE PROJECT**

The core objectives of the project are as follows:

1. To enhance the administrative management and technical capacity at CARICOM IMPACS to manage the CBSI-Connect platform and its related programme assets.
2. To enhance regional capacity to promote and support cooperation amongst the Police and other Law Enforcement Training Academies by increasing number of trainings per year led by CARICOM IMPACS.
3. To consolidate and expand the use of the CBSI-Connect Online/Distance Learning Platform.

### **DESCRIPTION OF ASSIGNMENT**

The Curriculum Development Specialist, CBSI-Connect Project will actively engage in the conceptualization, design, development, and implementation of learning products (for example, courses, short courses, workshops, micro-credentials), working closely with strategic partners which includes the creation of new learning content, as well as the search for suitable existing learning content and learning content management systems.

The Curriculum Development Specialist, CBSI-Connect Project has a working knowledge of digital learning product design and development theories, processes, best practices, and trends. The incumbent will work towards integrating that knowledge to enhance the student learning experience by leveraging contemporary learning design principles, applying flexible approaches, and driving strategic innovation to anticipate, meet, and exceed partner needs.

The Curriculum Development Specialist, CBSI-Connect Project manages multiple projects during different stages of development and works with a range of stakeholders to ensure adherence to product design decisions, business requirements, and learning expectations.

### **SCOPE OF WORK**

- Actively engages in the learning content creation for multiple delivery contexts, including course-based, competency-based, self-paced, micro-learning and other such contexts to align with IMPACS and Partner Academies' strategies.
- Collaborates with key stakeholders and subject matter experts, partner academies and institutions, to create instructional material in a visually dynamic engaging and interactive format, while offering suggestions to enhance student engagement and learning.
- Conducts research on new advancements and instructional strategies and integrates best practices into curriculum and materials.
- Creates curriculum frameworks and teaching and learning standards for delivery by facilitators.
- Coordinates and advances agreements with accredited institutions for certification.
- Creates instructional design development criteria and ensures standards are met and implemented.
- Monitors and ensures the learning content developed for online/hybrid course delivery is of the highest quality possible and supports student mastery of learning outcomes.
- Maintains a working knowledge of learning experience design, online learning, instructional design and technology, adult learning theory, and andragogy/pedagogy to support program and course development.
- Applies research skills to assess current and prospective technologies and innovative products to enhance the student experience in the CBSI online classroom.
- Redesigns courses to improve efficiency and create new educational content.
- Ensures quality assurance is built into development and design processes and systems.

- Monitors and evaluates resources and courses in terms of design and technology needs and demands.
- Ensures that regular educational and technical performance reviews are conducted and documented and identify areas of improvement.
- Assists with the planning, development, and delivery of development activities related to the maintenance and development of CBSI-Connect.
- Assists with the development and updating of the governance policies of the CBSI Platform in collaboration with the other CBSI-Connect Team members in relation to system use, maintenance, and quality assurance.
- Undertakes other duties which may arise or as may be delegated from time to time, appropriate to the grade of the post.

### **QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Bachelor's Degree in Education or any other related field from a recognized University or Institution.
- Master's Degree in Education or any other related field from a recognized University or Institution.
- Professional qualifications in one of the following disciplines: curriculum, instructional design, instructional systems design, distance education, open and distance learning, educational technology, instructional technology, or a related discipline.
- Expertise in at least one of the following: instructional design, instructional technology, contemporary theories, and methods of learning experience creation, learning management systems, learning content management systems, application of technological innovations to enhance learning and mastery of outcomes.
- At least 5 years' experience in a similar role or in curriculum development work, with specific experience in conceptualizing, designing, and creating learning experiences for adult learners.
- At least 5 years' experience in online LMS, preferably Moodle – based LMS.
- Extensive experience working with tertiary education professionals.
- Extensive experience with web conferencing and other online communication technology tools.
- Successful experience in relationship management across a range of partners.

- Considerable experience developing with tools such as Adobe Captivate and Articulate Storyline/Studio would be an asset.
- Excellent written, verbal communications and presentation skills.
- Excellent analytical and problem-solving skills.
- Excellent planning skills, vision, and creative intelligence.
- Ability to multi-task and handle a high volume of work and function in a high-pressured and fast paced environment.
- Ability to maintain a high level of confidentiality.
- A passion for education.

### **LOCATION**

This position will be based at the Headquarters of CARICOM IMPACS, #19 Keate Street, Port-of-Spain, Trinidad and Tobago.

### **SUBMISSION OF APPLICATIONS**

All applications are to be received by CARICOM IMPACS no later than **20 JUNE 2024** and **must include** nationality, work experience, educational qualifications, summary of professional skills, **the contact information of three (3) references (at least two of whom are familiar with your work or education)**, and other relevant information via any of the following:

- Email: [careers@carimpacs.org](mailto:careers@carimpacs.org) ; or
- Mail: The Executive Director PO BOX 4585 PORT-OF-SPAIN, TRINIDAD AND TOBAGO

### **ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.**

***CARICOM IMPACS will like to thank all persons for applying and expressing their interest to work at the Agency, however, ONLY shortlisted candidates will be contacted***