Government of St. Vincent and the Grenadines

ADVERTISEMENT

POST OF INSPECTOR II, CO-OPERATIVE DEPARTMENT MINISTRY OF THE FAMILY AND GENDER AFFAIRS, PERSONS WITH DISABILTIES AND LABOUR

Applications are invited from suitably qualified experienced persons to fill a post of **Assistant Director, Co-operative Department**, Ministry of The Family and Gender Affairs, Persons with Disabilties and Labour Seaports.

QUALIFICATIONS AND EXPERIENCE

Applicants should possess:

1. A bachelor's Degree in Social Work, Psychology, Counseling, Youth Work, Management, Behavioural Science or a related field.
2. Additional training or qualification in Child Care, Child Protection, Residential Care, Youth Development or Management would be an asset.
3. At least three (3) years' experience in Child care, child protection, residential care, social work, youth development or a related field, includes experience in a supervisory or management capacity.
4. Experience in the management and supervision of staff and the coordination of programmes and services for children or young persons.

CORE DUTIES

- Managing and coordinating the day-to-day operations of the Centre.
- Overseeing the management and proper maintenance of the Facility's records, equipment, materials, supplies and other resources.
- Monitoring the safety, security, cleanliness and general condition of the Facility and ensure that identified concerns are addressed.
- Coordinating the provision of essential services to residents, including meals, clothing, health care, education, recreation and other support services.
- Managing and respond to emergencies, incidents and other matters affecting the safety, security and welfare of residents and staff
- Preparing and submit administrative reports, memoranda, proposals and other official documentation as required

SALARY AND ALLOWANCES

Salary will be paid at the rate of $50,292 x $2,496 - $65,268 in Grade F.

CLOSING DATE FOR APPLICATIONS

Applications including Curriculum Vitae, certified copies of proof of qualifications and references and two (2) recent testimonials, should be submitted to the Chief Personnel Officer, Personnel Department, Ministerial Building, 2nd Floor, Kingstown, St. Vincent and the Grenadines, not later than **November 20, 2026**.