



## **Government of St. Vincent and the Grenadines**

### **POST OF PRIOR LEARNING AND ASSESSMENT RECOGNITION (PLAR)**

#### **COORDINATOR MINISTRY OF EDUCATION, VOCATIONAL TRAINING AND INNOVATION, DIGITAL TRANSFORMATION AND INFORMATION**

Applications are invited from suitably qualified persons to fill the post of Prior Learning and Assessment Recognition (PLAR) Coordinator, Ministry of Education and National Reconciliation.

#### **QUALIFICATION AND EXPERIENCE**

Applicants should possess the following:

- Degree in Education, Adult Learning, or in a TVET related field
- Experience in conducting prior learning assessment and recognition, academic advising, or a related field
- Experience in assessment and verification processes, certification, or similar programmes
- The ability to assess evidence and make sound, evidence-based judgements concerning a candidate's competence in the designated TVET area
- Knowledge of competency-based assessment systems and labour market connections.

#### **DUTIES AND COMPETENCIES**

- **Advising and guiding candidates on PLAR eligibility, application procedures, and collecting the necessary documentation**
- **Evaluating candidates' portfolios, transcripts, and experiential learning documentation to ascertain appropriate course equivalencies and award credit**
- **Working closely with professional and academic institutions to ensure consistency in PLAR assessments and alignment with curriculum and industry standards**
- **Contributing to the assessment of PLAR program's effectiveness and provide data for institutional reporting**

- **Maintain accurate and organized records of all PLAR effectiveness and granted credits**
- **Act as the main liaison between SSDA/NQD and training providers (Technical Institutes, Adult & Continuing Education)**
- **Introduce candidates to the PLAR process and the N/CVQ standards**
- **Support the development of Assessment Plans suited for individual candidates**
- **Facilitate competency validation and give constructive feedback**
- **Assist in developing and implementing tracer studies to evaluate job market outcomes for certified artisans**
- **Work with the Communications Officer to ensure great customer service and public relations**
- **Collaborate with the Quality Assurance Officer, External Verifiers, and other department heads to maintain assessment quality and integrity**
- **Perform other tasks assigned by the Director to enhance the success of the PLAR system**

### **SALARY**

Salary is payable in the scale **\$59,988 x \$3,240 - \$73,188 per annum in Grade E.**

### **CLOSING DATE FOR APPLICATIONS**

Application accompanied by proof of qualifications and two recent testimonials should be sent to the Chief Personnel Officer, Personnel Department, 2<sup>nd</sup> Floor, Ministerial Building, Halifax Street, Kingstown to reach her not later than April 24, 2026..