



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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14th May, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **Ministry of Education, Youth and Information**:

1. **Director, Programme Implementation (GMG/SEG 3)**, in the **Youth and Adolescents Policy Division**, salary range \$2,453,125 – 2,915,995 per annum and any allowance(s) attached to the post.
2. **Policy Analyst (GMG/SEG 2)**, in the **Youth and Adolescents Policy Division**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
3. **Senior Youth Empowerment Officer (GMG/SEG 1)**, in the **Youth and Adolescents Policy Division, Brown's Town Regional Office**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.
4. **Youth Empowerment Officer (GMG/AM 3) – seven (7) Positions in the Youth and Adolescents Division, Portland – two (2), Manchester, St. Catherine, St. Elizabeth, St. Thomas and St. Ann**, salary range \$1,181,789 - \$1,404,775 per annum and any allowance(s) attached to the post.
5. **Senior Secretary (OPS/SS 3)**, in the **Youth and Adolescents Policy Division**, salary range salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.

1. Director, Programme Implementation (GMG/SEG 3)

Job Purpose

Under the general direction of the Director, Youth and Adolescents Policy, the Direct, Programmes Implementation is responsible to plan, organize, co-ordinate, monitor and evaluate four (4) Senior Youth Empowerment Officers, a cadre of twenty-seven (27) Youth Empowerment Officers (YEOs) and the implementation of strategic imperatives, Youth Development Programmes and the National Youth Policy.

Key Responsibilities

Management/Administrative:

- Participates in the development and monitoring of the Youth and Adolescents Division's Operational Plan and Annual Budget;
- Participates in the development and implementation of policies, systems and plans for the effective co-ordination and monitoring of the Youth Development programmes within the Ministry;
- Provides technical and administrative advice to the Senior Director, Youth and Adolescents Policy on all matters relating to the delivery of high quality service and management of the Youth Empowerment Officers and Programmes designed for Youth Organisations;
- Provides supervision, guidance and technical and administrative support for all assigned Senior Youth Empowerment Officers and Youth Empowerment Officers.

Technical/Professional

- Operations Management:
 - ✓ Manages the Regional Senior Youth Empowerment Officers;
 - ✓ Develops strategies to advise Regional Officer on how to increase user-ship;
 - ✓ Resolves operational issues at the regional and Parish levels;
 - ✓ Sets priorities and deadlines for implementation of strategic imperatives;
 - ✓ Approves and oversees the implementation of Social Intervention Programmes;

- ✓ Approves request for supplies and controls inventory and distribution.

Programme Management

- Oversees the operations, co-ordination and revision and improvement of the following Youth programmes:
 - ✓ National Youth Council of Jamaica;
 - ✓ Jamaica Youth Ambassador Programme;
 - ✓ National Secondary Students' Council (NSSC);
 - ✓ Jamaica Union for Tertiary Students (JUTS);
 - ✓ Uniformed Youth Groups;
 - ✓ Government Subvention to Community Based Youth Organisation (CBYOs).
- Ensures programme designs are inclusive and rights-based;
- Facilitates the development of empirical based programmes to meet the needs of various category of youths;
- Facilitates the acquisition of appropriate human/technical, financial and other resources to successfully install Youth Development Programmes.
- Oversees Financial Management by:
 - ✓ Exercising oversight authority and control of expenditure and accounts of each parish;
 - ✓ Preparing an Annual Budget.
 - ✓ Developing and maintaining key partnership that will strengthen programme development and implementation;
 - ✓ Maintaining programmes schedules as outlined in the Youth and Adolescents Division's Operational Plan;
 - ✓ Preparing and submitting reports, position papers, and other documents as required.

Human Resource Management:

- Develops and manages the performance of the Unit and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge for the Division/Section/Unit by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends Vacation Leave and approves Sick and Departmental Leave for staff in the Division/Section/Unit and participates in the administration of staff benefits in keeping with established Human Resource Policies;
- Recommends/Administers disciplinary action in keeping with established Human Resource Policies;
- Conducts monthly and other ad hoc staff meetings as required;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Human Resource Management Branch in developing and implementing a Succession Planning Programme to ensure continuity of skills and competencies in the Division/Section/Unit and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Conducts performance appraisals of staff supervised for required purpose and at required intervals;
- Represents the Division at local and international meetings, conferences and other fora as required;
- Undertakes any other reasonable duties as may be requested from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Sound analytical thinking skills
- Strong problem solving and decision making skills
- Good planning and organising skills
- Team work and co-operation
- High degree of Integrity and confidential
- Excellent interpersonal skills

- Managing External Relationships

Technical:

- Sound knowledge of programme development, implementation, monitoring and evaluation
- Sound knowledge of youth development trends and issues
- Knowledge of Participatory Learning and Action (PLA) Methodology
- Strong customer and quality focus
- Ability to manage external relationships
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- Undergraduate Degree in Social Work, Sociology or any other combination of education and training in Social or Developmental Sciences from a recognised Institution;
- Training in Supervisory Management or Human Resource Management;
- At least five (5) years' experience in youth and/or community development;
- A Master's Degree in related field is highly desirable.

Special Conditions Associated with Job

- Extensive island-wide travel;
- Required to possess a valid Driver's Licence and a reliable motor vehicle;
- Require to work beyond normal working hours in order to meet deadlines.

2. Policy Analyst (GMG/SEG 2)

Job Purpose

Under the direction of the Senior Director, Youth and Adolescents Policy, researches, investigates and unearths pertinent facts to establish and develop the policies which will guide activities and programmes to be implemented and, whose output will result in the best possible care and development of Jamaica's Youth and Adolescents.

Key Responsibilities

Management/Administrative:

- Assists in the development and implementation of the Division's Corporate/Operational Plans and Annual Budget;
- Attends meetings and represents the Ministry at conferences, seminars and other fora as required.

Technical/Professional Responsibilities:

- Conducts the relevant research, in collaboration with internal and external stakeholders in order to develop national policies and programmes for Jamaica's Youth and Adolescents;
- Ensures that the policies which are developed prioritize Jamaica's Youth rights and responsibilities;
- Manages the collection, compilation and relevance of quantitative and qualitative data as well as summarizes and analyses the data;
- Reviews other data, published research and other material which can impact the development of policies and programmes;
- Prepares and submits reports which explains the recommended policies, research findings and their implications;
- Prepares findings and research data/studies for publication in briefings, required journals and documents while following the Government of Jamaica (GOJ) guidelines and regulations;
- Reviews and updates policies to respond to any current and emerging needs of Jamaica's youth and adolescents;
- Liaises with external entities such as the Statistical Institute of Jamaica (STATIN) and the Planning Institute of Jamaica (PIOJ) in order to share and obtain data which will inform policies.
- Represents the Division where delegated at meetings, conferences, and workshops as required;
- Undertakes any other reasonable duties as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Sound Analytical Thinking
- Teamwork and Co-operation
- Initiative
- Good planning and organizing skills

Technical:

- Excellent research skills and the ability to analyse qualitative and quantitative data
- Sound knowledge of research, policy design and reporting as well as proficiency in using technology as a management reporting tool
- Knowledge of the Jamaican regulations, laws and guidelines which affect or impact youths and adolescents
- Very good knowledge of interpreting, analyzing and presenting statistical data
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems (Statistical Software)

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Social Sciences or equivalent qualifications;
- At least two (2) years job experience in Research;
- A Master's Degree in related field is highly desirable.

Special Condition Associated with the Job

- Required to work beyond outside of normal working hours in meeting deadlines;
- Required to possess a valid Driver's Licence and a reliable motor vehicle;
- There can be high pressure when deadlines are to be met;
- Travelling within and external to Jamaica is expected.

3. Senior Youth Empowerment Officer (GMG/SEG 1)

Job Purpose

Under the general direction of the Director, the Senior Youth Empowerment Officer is responsible for Youth Programmes, overseeing the implementation of the Youth Division's Work Plan in the cluster of parishes assigned; supervising Youth Empowerment Officers in the field and supporting all Youth Programmes and Youth Month activities of the Ministry.

Key Responsibilities

Management/Administrative:

- Develops strategies to reach primary goals, strengthening and building capacity of Youth Organisations in development areas and region;
- Provides technical and administrative advice to the Director, Youth Programmes on all matters relating to the delivery of high quality service and management with the Operation Phoenix Programmes;
- Participates in the development of the Youth Division's Operation and Annual Work Plans;
- Provides supervision, guidance and technical and administrative support for all assigned Youth Empowerment Officers.

Technical/Professional Responsibilities:

- Ensures National Programme(s) are meeting agreed targets;
- Implements parish based interventions and ongoing monitoring to assess and set new targets relevant to Work Plan;
- Promotes the goals and objectives of the National Youth Policy and associated Programmes to youth and other stakeholders;
- Contributes to youth development initiatives based on needs per parish;
- Develops parish targets with Youth Empowerment Officers and ensures implementation;
- Prepares Quarterly Progress Reports on the implementation of initiatives and activities as per agreed Work Plan;
- Develops and ensures use of documentation practices and monitoring and evaluation tools;

- Conducts one-to-one Quarterly Meetings to access progress based on Work Plan;
- Maintains a comprehensive Youth Development Database;
- Ensures relevant initiatives and quality services are offered at Youth Information Centres;
- Initiates and directs the process of Strategic Planning in the field;
- Leverages support from private and other Entities for social interventions with the parishes;
- Conducts half-yearly performance assessments of Officers;
- Co-ordinates in collaboration with the Director, Youth Programmes capacity development training for team members;
- Prepares and submits reports, updates, analyses and other documents as required.

Human Resource Management:

- Develops and manages the performance of direct Reports, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge for the Section by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends Vacation Leave and approves Sick and Departmental Leave for direct reports and participates in the administration of staff benefits in keeping with established Human Resource Policies;
- Recommends/Administers disciplinary action in keeping with established Human Resource Policies;
- Conducts monthly and other ad hoc Staff Meetings as required;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Human Resource Management Branch in developing and implementing a Succession Planning Programme to ensure continuity of skills and competencies in the Division/Section/Unit and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Evaluates the performance of staff supervised for required purpose and at required intervals;
- Represents the Division at meetings/conferences/workshops as required;
- Undertakes any other reasonable duties as may be requested from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent leadership skills
- Strong problem solving and decision making skills
- Strong customer orientation skills
- Sound analytical skills
- Good planning and organizing skills
- Good initiative
- Team work and cooperation
- Integrity and confidentiality

Technical:

- Customer and Quality Focus
- Knowledge of conflict resolution
- Knowledge of events planning and co-ordination
- Good facilitation and training skills
- Proficiency in use of Microsoft Office Suite and other relevant computer; applications and systems

Minimum Required Qualification and Experience

- Undergraduate Degree in Social Work, Sociology or any other combination of education and training in Social or Developmental Sciences from a recognised institution;
- At least five (5) years' experience in youth and/or community development.

Special Condition Associated with the Job

- Extensive island-wide travel;
- Required to work beyond normal working hours in order to meet deadlines;
- Must be the holder of a valid driver's license.

4. Youth Empowerment Officer (GMG/AM 3)

Job Purpose

Under the general supervision of the Senior Youth Empowerment Officer, engages and fosters youth empowerment and development through leveraging resources, capacity building and programmes implementation, manages Youth Information Centres (YICs)/Youth Access Points (YAP), develops networks/multi-sector collaboration and facilitates and co-ordinates Youth Organisations such as:

- ✓ National Secondary Student Council (NSSC)
- ✓ Jamaica Union for Tertiary Students (JUTS)
- ✓ Jamaica Youth Ambassador Programme (JaYAP)
- ✓ National Youth Council of Jamaica (NYCJ)
- ✓ Parish Youth Council (PYC)

Key Responsibilities

Youth Organisations:

- Maintains existing and facilitates the creation of new youth organisations;
- Maintains an up-to-date database of youth organisations in the parish each month;
- Maintains an electronic Youth Organisations Database;
- Builds capacity of Parish Youth Council and other youth organisations;
- Facilitates and engages NSSC, JUTS, JaYAP and NYC;
- Leverages resources for youth organisations;
- Schedules monthly visitations, covering community interventions within specified development areas or field;
- Establishes and strengthens youth organisations network.

Management of Youth Information Centres (YICs) and Youth Access Points (YAPs):

- Co-ordinates the activities of the YIC and YAP;
- Monitors and updates user Registration database;
- Reports on inventory relating to equipment and supplies monthly;
- Plans and executes Empowerment Sessions and maintains records of the sessions and participants;
- Facilitates Counselling Sessions and maintains Counselling Records providing referrals;
- Provides weekly and monthly Reports and updates on the YIC and YAP;
- Monitors Data Clerks and janitorial staff and manages utility usage and equipment.

Co-ordinating and Managing Youth Activities and Programmes:

- Develops initiative that is specific to the needs of youths within specific development areas;
- Co-ordinates and executes Youth Month activities;
- Facilitates activities specific to the NSSC, JUTS, JaYAP and NYCJ;
- Conducts needs and field assessments;
- Develops database of other youth serving organisation and their services in an effort to maintain an up-to-date Youth Programmatic Inventory (YPI);
- Plans youth activity specific to the needs of the youth within the development area once per quarter;
- Implements strategy for special programmes to address the needs of particular parishes;
- Updates database of Student Council within secondary schools in each parish;
- Ensures current Recruitment list of youth for projects and activities with each parish;
- Produces matrix of youth network for participation in Community Development Councils and Parish Development Council;
- Plans Sexual Reproductive Health (SRH) activities for youths within the parishes.

Information Dissemination:

- Provides current statistics and findings relating to youth development;
- Updates youth stakeholders in the parish with information on youth development;
- Conducts at least one Stakeholder's Meeting per quarter;
- Facilitates and conducts Youth Empowerment Symposiums and Capacity Building Workshops at YICs, YAPs and youth friendly spaces;
- Represents and participates in Career and Educational Expositions as required.

Leverage Resources and Project Management

- Develops strong networks with development partners in both the Private and Public Sectors in an effort to effectively co-ordinate and execute programmes, and activities and projects by:
 - ensuring sustenance of said programmes, activities and projects;
 - eliminating duplication of programmes, activities and projects;
 - maximising available resources;
 - monitoring programmes projects and activities;
- Represents the Youth Division at meetings/conferences/workshops as required;
- Undertakes any other reasonable duties as may be requested from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent leadership skills
- Strong problem solving and decision making skills
- Strong customer orientation skills
- Sound analytical skills
- Good planning and organizing skills
- Good initiative
- Team work and co-operation
- Integrity and confidentiality

Technical:

- Events planning and co-ordination skills
- Workshop organization and facilitation
- Facilitation and training skills
- Public speaking and presentation skills
- Conflict resolution, mediation and counseling skills
- Report and proposal writing
- Sound knowledge of programme and project management
- Computer literate (Microsoft Office Suite including MS Project)

Minimum Required Qualification and Experience

- Undergraduate Degree in Social Work, Sociology or any other combination of education and training in Social or Developmental Sciences from a recognised Institution;
- At least two (2) years' experience in youth and/or community development.

Special Condition Associated with the Job

- Extensive island-wide travel;
- Required to work beyond normal working hours;
- Must be the holder of a valid driver's license.

4. Senior Secretary (OPS/SS 3)**Job Purpose**

Under the direct supervision of the Senior Director, Youth and Adolescents Policy Division, provides Administrative/Secretarial services to facilitate the efficient operations of the Division.

Key Responsibilities

- Takes dictation of letters/memos and reproduces same;
- Prepares documents on behalf of the Senior Director and other Directors of the Division;
- Co-ordinates and schedules meetings;
- Schedules appointments for meetings, interviews and other programmes and maintains diary;
- Attends meetings to record Minutes and reproduce same for circulation;
- Assists with the maintenance of contacts/database of all liaison persons;
- Co-ordinates responses to invitations and information for meetings and functions;
- Receives, checks and records all correspondence requiring the Senior Director's attention;
- Receives, screens and makes calls including teleconferencing on behalf of the Senior Director and other Directors;
- Ensures Senior Director's contacts information (telephone, email addresses etc.) are up-to-date;
- Gives appropriate advice and information to callers;
- Assists with arrangements for the Senior Director and other Directors' local and overseas travel;
- Directs enquiries to various Agencies and follow-ups on such matters to ensure quick response;
- Liaises with other Directors within the Division, the Ministry and its Agencies, as required, on behalf of the Senior Director, Youth and Adolescents Policy Division;
- Ensures that proper records/files are kept and constantly updated by liaising with the Directors and Registry;
- Supports the Administrator in the co-ordination of the administrative functions of the Division;
- Maintains a high level of confidentiality;
- Performs any other duties that may be assigned by the Senior Director, and other Directors within the Division from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Team work and co-operation
- Good Initiative
- Planning and Organizing
- Integrity and confidentiality
- Good Interpersonal skills
- Managing external relationships

Technical:

- Excellent typing skills
- Sound knowledge of office administration and procedures
- Customer and Quality Focus
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Friday, 28th May, 2021 to:**

**Director – Human Resource Management
Ministry of Education, Youth & Information
2- 4 National Heroes Circle,
Kingston 4**

Email: jobapplications@moey.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**