



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 194
OSC Ref. C. 5851¹⁸

16th June, 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 be assigned the post of **Education Officer (GMG/EO 2) - (Not Vacant)** in the **Policy Analysis and Research Unit, Planning and Development Division, Ministry of Education, Youth and Information** salary range \$3,429,463 – 4,076,554 per annum and any allowance(s) attached to the post.

Job Purpose

To identify research areas and conduct research to support, guide and/or drive the analysis and development of policies that are in keeping with the Ministry of Education, Youth and Information's policy goals and objectives.

Key Responsibilities

- Conducts ongoing analysis of the research needs of the Ministry within the Framework of approved policy goals and objectives;
- Participates in the research activities of the Unit including:
 - ✓ Defining the research agenda
 - ✓ Developing research proposals
 - ✓ Visiting educational institutions to gather data
 - ✓ Analyzing primary and secondary data
 - ✓ Preparing reports
 - ✓ Presenting/disseminating findings and recommendations to Senior Executives and external agencies as directed.
- Conducts stakeholder consultations as necessary to enhance research activities;
- Engages with stakeholders in Government, Private and the Voluntary Sector and Academia to support and inform research work;
- Provides technical support to other Units in respect of research issues;
- Represents the Ministry at local and international fora;
- Prepares reports on activities at required intervals;
- Maintains relevant computerized and manual databases on research work;
- Performs other related functions assigned from time to time by the Senior Education Officer;

Required Knowledge, Skills and Competencies

Core

- Excellent ability to analyse and interpret data
- Strong project management skills
- Good oral and written communication skills
- Good interpersonal skills
- Ability to work on own initiative
- Ability to demonstrate a high level of professionalism and confidentiality
- Detail oriented
- Ability to work as part of a team

Technical

- Sound knowledge of qualitative and quantitative research methods and statistics
- Thorough understanding of public policy and macroeconomic issues
- Sound knowledge of the Jamaican Education System
- Sound knowledge of relevant statistical software, the MS Office Suite and the Internet
- Good understanding of technical report writing
- Knowledge of Government regulations and procedures

Minimum Required Qualification and Experience

- First Degree in Education or the Social Sciences or equivalent qualifications;
- Trained Teachers Certification;
- Training in policy analysis and/or research techniques;
- Five (5) years teaching experience.

Specific Conditions Associated with the Job

- Normal office environment;
- Travel to local and international conferences/meetings.

Applications accompanied by résumés should be submitted **no later than Tuesday, 29th June, 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 and that previous applicants should not re-apply.

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