



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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10th December, 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/be assigned to the following posts in the **Ministry of Education, Youth and Information**:

1. **Senior Education Officer (GMG/EO 3) - (2 posts) (Vacant), Community College, Tertiary Branch**, salary range \$3,854,717 - \$4,582,047 per annum and any allowance(s) attached to the post.
2. **Education Officer (GMG/EO 2) (2 posts: Regions 2 and 4) (Vacant)**, salary range \$3,427,463 - \$4,076,554 per annum and any allowance(s) attached to the post.
3. **Administrative Assistant (GMG/AM 4) – (Not Vacant), Community College, Tertiary Branch**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.

1. Senior Education Officer (GMG/EO 3)

Job Purpose

Under the general direction of the Assistant Chief Education Officer, the Senior Education Officer is responsible for monitoring Community Colleges to ensure that they are effectively and efficiently managed and operated. The incumbent is also responsible for conducting institutional research, interpreting data, representing the Ministry of Education, Youth and Information (MOEY&I) on College Boards, National and International Organizations and is expected to provide feedback for policy development and institutional improvement.

Key Responsibilities

- Represents the Ministry of Education, Youth and Information on Boards of Community colleges to ensure that that all Community Colleges are aware of, and comply with Government's policy, and maintain stipulated standards;
- Keeps abreast of emerging issues; provides technical assistance and advice where required; advises College Boards on educational issues and new policy directions, monitors colleges' internal and external audit reports and encourage boards to deliver timely response to queries and prompt implementation of corrective measures;
- Recommends training for principals' and lecturers' professional development; identifies training institutions; engages the services of experts/coaches; organizes seminars and/or workshops, liaises with the Human Resource Development Unit (MOEY&I); monitors new programmes for the training and up-grading pre-service and in-service teachers and provides feedback;
- Ensures college recommendations for Lecturer's Promotion are warranted by conducting performance assessments, and ascertaining that the individual's qualifications, knowledge, skills and abilities are the right fit for the job;
- Collaborates with organisations such as the Joint Board of Teacher Education, and serves on the Board of Management for the Council of Community Colleges of Jamaica to provide technical expertise and professional advice;
- Ensures that community colleges are timely in their collection and submission of the annual Enrolment and Census Data to the relevant agencies;
- Advises the College Boards, principals, lecturers and the general public on relevant educational issues and policies of the Ministry;
- Represents the Ministry at meetings, conferences, seminars and workshops;
- Participates in the development of the Operational Plan and Budget for the Tertiary Unit;
- Performs any other duties that may be assigned from time to time such as overseeing Multi-Disciplinary Colleges, chairing the Jamaica Research and Education Network (JREN) taskforce; and working with the Jamaica Values and Attitudes Project;

Required Knowledge, Skills and Competencies

- Sound knowledge of education, practices, systems and procedures;
- Sound knowledge of the management and operations of tertiary education institutions;
- Sound knowledge of the Education Act, as well as the Ministry's policies and procedures as they relate to the Educational System;
- Sound knowledge of the Code of Regulations;
- Good interpersonal skills;
- Ability to evaluate situations and make recommendations;
- Sound research and analytical skills;
- Ability to communicate effectively both orally and in writing;
- Good knowledge of the Budget process, and the ability to evaluate institution's Budget.

Minimum Required Qualification and Experience

- Post-graduate Degree in Education;
- At least five (5) years teaching experience.

Special Conditions Associated with the Job

- The incumbent is required to travel locally regularly, and overseas occasionally;
- A valid driver's licence and a reliable motor vehicle are required;
- Required to attend meetings outside of office hours.

2. Education Officer (GMG/EO 2)

Job Purpose

Under the direction of the Senior Education Officer – Secondary Supervision- the incumbent is responsible for ensuring the effective implementation of the Ministry's policies, programmes and initiatives in all assigned Secondary Schools.

Key Responsibilities

- Participates in policy development and consultations at the Regional level;
- Prepares Annual Work Plan ensuring consistency with the objectives of the Ministry and the Region;
- Represents the Ministry at public functions in the Region;
- Prepares technical and other reports and submits to the Senior Education Officer, Secondary Education, as required;
- Evaluates the effectiveness of administration as well as the delivery of education in Secondary Schools, and makes recommendations to the Senior Education Officer, to effect improvements to the system;
- Collaborates with the Senior Education Officer (Testing and Measurement) to facilitate the development of tests, implements valid and reliable diagnostic tools for students with learning difficulties;
- Evaluates Educational Programmes, the quality of instructional leadership, management of data, as well as teaching strategies, to determine the impact these have on students' achievement; also makes recommendations as necessary to effect improvements in student performance;
- Reviews students' Continuous Assessment Records and implements strategies for change/improvement as informed by such examination;
- Evaluates learner classification, staff deployment, record-keeping and other management functions of principals and teachers;
- Examines and evaluates Schools' Improvement Plan and monitors implementation of Action Plan to ensure that targets are achieved, as well as provides guidance in developing strategies to bridge gaps and meet set targets;
- Guides the implementation of the Curriculum at all grades;
- Supervises the administration of all National Assessments to ensure that they are conducted in accordance with approved standards;
- Conducts Performance Appraisals of Principals and Vice Principals;
- Collaborates with the Senior Education Officer to identify training needs of Principals, Vice Principals and Administrative staff;
- Guides School Boards in the recruitment of principals and teachers;

- Represents the Ministry in the recruitment of principals and teachers;
- Conducts/facilitates workshops and seminars for principals, teachers and administrative staff and participates in parenting seminars;
- Guides principals in the preparation of quality control tools such as the Annual Budget, School Calendar of Activities, Time Budget and Financial Management Records;
- Provides guidance to School Boards relating to the administration of schools and interpretation of Ministry policies and guidelines;
- Performs some duties of School Board Chairmen in cases of emergency;
- Assists in monitoring School Incentive Award Schemes developed by principals as part of the School Improvement Plans;
- Monitors the Registration process of all grades of students;
- Assists with the Assessment of teachers in training for certification;
- Monitors Community Support and School-based Economic Activities, as well as volunteerism;
- Performs other related duties as assigned by the Senior Education Officer, Secondary Education.

Required Knowledge, Skills and Competencies

- Ability to lead effectively using appropriate leadership styles
- Ability to communicate effectively, both orally and in writing
- Ability to build and engender strong Interpersonal and collegial relationships with staff and stakeholders at all levels
- Ability to plan strategically and organize
- Good research and analytical skills
- Good mediation, conflict management and negotiating skills
- Thorough knowledge of the following Acts:
 - The Education Act and Code of Regulations.
 - The Child Care and Protection
 - The Access to Information
 - The Financial Audit and Administration (FAA Act)
- Sound knowledge of the Policies, Rules and Regulations of the Ministry of Education, Youth and Information
- Pedagogical and andragogical skills
- In-depth knowledge of curriculum development and implementation
- Sound knowledge of counselling techniques
- Sound knowledge of Industrial Relations practices

Minimum Required Qualification and Experience

- Bachelor's Degree from an accredited institution with seven (7) years' experience in Education and Administration
- Teaching Diploma from an accredited institution

OR

- Master's Degree in Education, Education Management, Human Resource Development or any other related discipline, with three (3) years' related experience
- Teaching Diploma from an accredited institution
- Experience as a Principal would be an asset.

3. Administrative Assistant (GMG/AM 4)

Job Purpose

The Administrative Secretary provides a full range of high level secretarial and administrative support to the Assistant Chief Education Officer. The incumbent will strengthen the quality of services, by assisting in the efficient delivery of the Unit's administration.

Key Responsibilities

- Collects and collates data of relevance to the work of the Unit as required; carries out analysis of data and information and prepares reports under the guidance of ACEO;
- Liaises with external stakeholders and gathers/provides data/information on issues related to the work of the Unit as required by ACEO;

- Co-ordinates the receipt, distribution and dispatch of files and correspondences within the office to ensure that matters are addressed in accordance with service standards;
- Inputs the relevant data into the Unit's database; updates databases; consults with Information Systems personnel regarding to programming and/or data integrity problems and makes recommendation for system enhancement;
- Maintains calendar, schedules appointments and meeting rooms for the ACEO;
- Receives and makes telephone calls on behalf of the ACEO;
- Receives/hosts visitors to the ACEO;
- Prepares Agenda for meetings and organizes relevant information and documents;
- Takes Minutes at meetings and reproduces and distributes them in accordance with established guidelines;
- Follows-up on the implementation of actions from meetings and report to the ACEO accordingly;
- Makes travel arrangements and prepares Itinerary for business trips;
- Develops, implements and maintains a system of storage and retrieval of files (manual /electronic) and other documents for the office;
- Organizes meetings hosted by the ACEO;
- Schedules and co-ordinates meetings and workshops as directed by the ACEO;
- Operates office equipment such as photocopier and fax machine; co-ordinates the servicing of equipment as required;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Unit;
- Performs other related duties that maybe assigned from time to time.

Required Knowledge, Skills and Competencies

Technical

- Understanding the structure of Government;
- Proficient Use of Microsoft Office Suite technology (Word, Power Point, Excel, Access and Outlook Visio, Publisher);
- Training in Records Management.

Core

- Strong customer orientation skills;
- Demonstrates high level of initiative;
- Methodical, well organized and with an eye for detail;
- Results oriented;
- Effective oral and written communication skills;
- Strong Interpersonal skills;
- Sound personal and professional integrity;
- Analytical thinking and ability to solve problems;
- Good Organizational skills;
- Good Interpersonal and Customer Service skill.

Minimum Required Qualification and Experience

- First Degree in Management Studies or Business Administration or any other related discipline from a recognized tertiary institution;
- At least three (3) years' experience working in a similar environment.

Applications accompanied by résumés should be submitted **no later than Thursday, 23rd December, 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.

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

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