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(Central Government)

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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, Skills, Youth and Information**, as indicated below:

1. **Data Protection Officer (GMG/SEG 3) (temporary) - Direction and Administration Division**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Data Protection Officer (GMG/SEG 2) - (5 posts) (Temporary)**, salary range \$4,266,270 - \$5,737,658 per annum, in the following agencies:
 - **National Parenting Support Commission**
 - **National Education Inspectorate**
 - **National College for Educational Leadership**
 - **Jamaica Teaching Council**
 - **Jamaica Tertiary Education Commission**
3. **Data Protection Officer (GMG/SEG 2) - (7 posts) (Temporary)**, salary range \$4,266,270 - \$5,737,658 per annum, in the following Regions:
 - **Kingston Regional Office (Region 1)**
 - **Portmore Regional Office (Region 2)**
 - **Brown's Town Regional Office (Region 3)**
 - **Montego Bay Regional Office (Region 4)**
 - **Mandeville Regional Office (Region 5)**
 - **Old Harbour Regional Office (Region 6)**
 - **Clarendon Regional Office (Region 7)**
4. **Manager, Industrial Relations Officer (GMG/SEG 2) - (Vacant), Employee Relations and Benefits Section, Corporate Services Division**, salary range \$4,266,270 - \$5,737,658 per annum.
5. **Manager, Fleet and Transportation (GMG/SEG 1) - (vacant), Property, Security, Asset and Office Management Services Branch, Corporate Services Division**, salary range \$3,501,526 - \$4,709,163 per annum.
6. **Schools Financial Support Officer (FMG/PA 1) - (8 posts) (vacant)**, salary range \$3,501,526 - \$4,709,163 per annum, in the following Regions:
 - **Mandeville Regional Office (Region 5)**
 - **Old Harbour Regional Office (Region 6)**
 - **Clarendon Regional Office (Region 7)**
7. **Pension Administrator (GMG/AM 4) - (4 posts) (vacant)**, salary range \$2,803,771 - \$3,770,761 per annum, in the following Regions:
 - **Portland Regional Office (Region 2)**
 - **Browns Town Regional Office, (Region 3)**

1. Data Protection Officer (GMG/SEG 3) - Direction and Administration

Job Purpose

Under the general direction of the Permanent Secretary, the Data Protection Officer is responsible for ensuring the Ministry operates in accordance with the Data Protection Act 2020. The incumbent is also responsible for providing technical advice and co-ordinating all aspects relating to data privacy. The incumbent will play a critical role in safeguarding the privacy rights of individuals for whom data is held or processed by the MoESYI, and will ensure that sensitive data is protected in accordance with the law.

Key Responsibilities

Technical/Professional:

- Implements measures and a privacy governance framework to manage data use in compliance with the Data Protection Act, including developing templates for data collection, and assisting with data mapping;
- Ensures that the Ministry of Education, Skills, Youth and Information (MoESYI) processes personal data in compliance with the data protection standards and the Data Protection Act and good practice;
- Consults with the Office of the Information Commissioner (OIC) to resolve any doubt about how the provisions of the Data Protection Act and any Regulations made thereunder are to be applied;
- Ensures that any contravention of the data protection standards or any provisions of the Data Protection Act by the MoESYI is dealt with in accordance with the provisions of the Data Protection Act;
- Keeps abreast of Jamaica Data Protection laws and regulations, and industry best practices and international laws, including the European Union's General Data Protection Regulations (GDPR), Electronic Privacy Act and other international data protection laws;
- Notifies, the Data Controller, in writing of any contravention of the data protection standards or any provisions of the Data Protection Act;
- Investigates and responds to data security breaches or security incidents promptly, ensuring appropriate notices are provided to the regulatory authorities, affected individuals and other relevant parties, as required by law;
- Reports any contravention by MoESYI of the data protection standards or any provisions of the Data Protection Act to the OIC, if the contravention is not rectified within reasonable time after the notification;
- Assists data subjects in the exercise of their rights under the Data Protection Act, in relation to the MoESYI;
- Develops internal policies and procedures related to the processing of personal data;
- Makes recommendations for the appropriate organisational and technical measures to ensure the security of personal data;
- Serves as the primary contact for the OIC on issues relating to the processing of data, and to consult, where appropriate, with regard to any other matter;
- Develops and implements Standard Operating Procedures (SOPs) for addressing all complaints pertaining to the Ministry's privacy policies and procedures;
- Provides advice/information to the Ministry and its employees on their obligations under the Data Protection Act and state data protection provisions;
- Manages and conducts ongoing reviews of the Ministry's Data Protection Framework;
- Disseminates current information on policies, procedures and legislation for the Ministry's staff to be aware of, as well as to promote the quality culture;
- Develops and implements approved certification mechanisms to exhibit compliance;
- Monitors and evaluates recommendations implemented for addressing weaknesses and deficiencies in relation to the processing of personal data;
- Prepares reports and presentations on analysis and findings;
- Conducts a data protection Impact Assessment in respect of all personal data in the custody or control of the Ministry;
- Conducts periodic assessments to identify potential risks, gaps, or breaches in data protection and develops strategies to mitigate these risks;
- Conducts sensitization sessions for staff on the components of the Data Protection Act, Regulations and policies;
- Collaborates with the Ministry's ICT Division in the maintenance of a data security incident management plan, to ensure timely remediation of incidents, including impact assessments, security breach response, complaints, claims or notifications, and responding to subject access requests;
- Collaborates with the relevant officers from the Internal Audit Unit, Legal Services Unit and other key stakeholders to monitor, implement and analyse compliance programmes;
- Collaborates with internal departments such as legal, human resources, Regional Offices, IT, Schools (Infant, Primary, Secondary, and teachers' colleges) and all associated departments

and agencies of the MoESYI to ensure consistent and compliant data protection practices across the Ministry;

- Monitors to ensure that the Ministry's ICT systems and procedures conform with the relevant data privacy and protection law, regulation and policy;
- Participates in the collection of data, analysis and reports on key performance measures;
- Provides responses to comments and queries from data subjects in relation to the processing of personal data;
- Provides regular reporting to the Permanent Secretary and the Executive Team of the Ministry on data protection activities, compliance status and emerging privacy risks;
- Monitors changes to local privacy laws and makes recommendations, where necessary;
- Performs any other duty as assigned by the Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent presentation skills
- Excellent analytical, judgment, decision making and problem solving skills
- Excellent planning and organizing skills
- Excellent interpersonal skills to foster harmonious working environment
- Strong customer service and quality focus skills
- High level of integrity and confidentiality

Technical:

- Sound knowledge of applicable laws, policies, regulation and procedures
- Good knowledge of auditing techniques and practices
- Good knowledge of risk management techniques and strategies
- Knowledge of Corporate Governance Framework for Public Bodies in Jamaica.
- Good knowledge and understanding of GOJ policies and programmes and the machinery of government
- Understanding of data management and information security principles, including encryption, access controls and risk management
- Good critical reasoning, quantitative and qualitative analysis skills
- Knowledge of change management principles and practices
- Strong environmental scanning, analysis and interpretive skills
- Strong negotiating and persuasive presentation skills
- Experience in conducting data protection impact assessments and developing privacy policies, procedures, and guidelines
- Experience with handling data breaches, incidents, and interactions with the Office of the Information Commissioner
- Proficiency in the use of the relevant computer applications

Minimum Required Education and Experience

- Bachelors' Degree in Computer Science, Audit or equivalent qualification from recognized tertiary institution
- Certification in Information Security, Data Protection and/or Privacy Certification such as CIPP, CIPT, ISEB, etc. (preferred)
- Exposure to legal training would be an asset
- Sound knowledge of the Data Protection Act and other applicable data protection policies.
- One (1) year related work experience

Special Condition Associated with the Job

- May be required to work beyond normal work hours in order to meet deadlines.
- May be required to work on public holidays/weekends
- Possession of a valid Drivers' Licence and a reliable motor vehicle.

2. Data Protection Officer (GMG/SEG 2) (Agencies)

Job Purpose

Under the general direction of the Chief Executive Officer, the Data Protection Officer is responsible for ensuring the Agency operates in accordance with the Data Protection Act 2020. The incumbent is also responsible for providing technical advice and co-ordinating all aspects relating to data privacy. The incumbent will play a critical role in safeguarding the privacy rights of individuals

for whom data is held or processed by the NPSC and will ensure that sensitive data is protected in accordance with the law.

Key Responsibilities

Technical/Professional:

- Implements measures and a privacy governance framework to manage data use in compliance with the Data Protection Act, including developing templates for data collection, and assisting with data mapping;
- Ensures that the National Parenting Support Commission (NPSC) processes personal data in compliance with the data protection standards and the Data Protection Act and good practice;
- Consults with the Office of the Information Commissioner (OIC) to resolve any doubt about how the provisions of the Data Protection Act and any Regulations made thereunder are to be applied;
- Ensures that any contravention of the data protection standards or any provisions of the Data Protection Act by the NPSC is dealt with in accordance with the provisions of the Data Protection Act;
- Keeps abreast of Jamaica Data Protection laws and regulations, and industry best practices and international laws, including the European Union's General Data Protection Regulations (GDPR), Electronic Privacy Act and other international data protection laws;
- Notifies, the Data Controller, in writing of any contravention of the data protection standards or any provisions of the Data Protection Act;
- Investigates and responds to data security breaches or security incidents promptly, ensuring appropriate notices are provided to the regulatory authorities, affected individuals, and other relevant parties as required by law.
- Reports any contravention by NPSC of the data protection standards or any provisions of the Data Protection Act to the OIC, if the contravention is not rectified within reasonable time after the notification;
- Assists data subjects in the exercise of their rights under the Data Protection Act, in relation to the NPSC;
- Develops internal policies and procedures related to the processing of personal data;
- Makes recommendations for the appropriate organisational and technical measures to ensure the security of personal data;
- Serves as the primary contact for the OIC on issues relating to the processing of data, and to consult, where appropriate, with regard to any other matter;
- Develops and implements Standard Operating Procedures (SOPs) for addressing all complaints pertaining to the NPSC's privacy policies and procedures;
- Provides advice/information to the NPSC and its employees on their obligations under the Data Protection Act and state data protection provisions;
- Manages and conducts ongoing reviews of the NPSC's Data Protection Framework;
- Disseminates current information on policies, procedures and legislation for the Ministry's staff to be aware of as well as to promote the quality culture;
- Develops and implements approved certification mechanisms to exhibit compliance;
- Monitors and evaluates recommendations implemented for addressing weaknesses and deficiencies in relation to the processing of personal data;
- Prepares reports and presentations on analysis and findings;
- Conducts a data protection Impact Assessment in respect of all personal data in the custody or control of the NPSC;
- Conducts periodic assessments to identify potential risks, gaps, or breaches in data protection, and develops strategies to mitigate these risks;
- Conducts sensitization sessions for staff on the components of the Data Protection Act, Regulations and policies;
- Collaborates with the Ministry's ICT Division in the maintenance of a data security incident management plan, to ensure timely remediation of incidents, including impact assessments, security breach response, complaints, claims or notifications, and responding to subject access requests;
- Collaborates with the relevant officers from the Internal Audit Unit, Legal Services Unit and other key stakeholders to monitor, implement and analyse compliance programmes;
- Monitors to ensure that the NPSC's ICT systems and procedures conform with the relevant data privacy and protection law, regulation and policy;
- Participates in the collection of data analysis and reports on key performance measures;
- Provides responses to comments and queries from data subjects in relation to the processing of personal data;
- Provides regular reporting to the Chief Executive Director and the Management Team of the NPSC on data protection activities, compliance status and emerging privacy risks;
- Monitors changes to local privacy laws and makes recommendations, where necessary;
- Performs any other duty as assigned by the Chief Executive Officer.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent presentation skills
- Excellent analytical, judgment, decision making and problem solving skills
- Excellent planning and organizing skills
- Excellent interpersonal skills to foster harmonious working environment
- Strong customer service and quality focus skills
- High level of integrity and confidentiality

Technical:

- Sound knowledge of applicable laws, policies, regulation and procedures
- Good knowledge of auditing techniques and practices
- Good knowledge of risk management techniques and strategies
- Knowledge of Corporate Governance Framework for Public Bodies in Jamaica.
- Good knowledge and understanding of GOJ policies and programmes and the machinery of government
- Understanding of data management and information security principles, including encryption, access controls and risk management
- Good critical reasoning, quantitative and qualitative analysis skills
- Knowledge of change management principles and practices
- Strong environmental scanning, analysis and interpretive skills
- Strong negotiating and persuasive presentation skills
- Experience in conducting data protection impact assessments and developing privacy policies, procedures, and guidelines
- Experience with handling data breaches, incidents, and interactions with the Office of the Information Commissioner
- Proficiency in the use of the relevant computer applications

Minimum Required Qualification and Experience

- Bachelors' Degree in Computer Science, Audit or equivalent qualification from recognized tertiary institution
- Certification in Information Security, Data Protection and/or Privacy Certification such as CIPP, CIPT, ISEB, etc. (preferred)
- Exposure to legal training would be an asset
- Sound knowledge of the Data Protection Act and other applicable data protection policies.
- One (1) year related work experience

Specific Condition Associated with the Job:

- May be required to work beyond normal work hours in order to meet deadlines.
- May be required to work on public holidays/weekends
- Possession of a valid Drivers' Licence and a reliable motor vehicle.

3. Data Protection Officer (GMG/SEG 2) (Regions 1-7)

Job Purpose

Under the general direction of the Regional Director, the Data Protection Officer is responsible for the ensuring the Ministry operates in accordance with the Data Protection Act 2020. The incumbent is also responsible for providing technical advice and co-ordinating all aspects relating to data privacy.

Key Responsibilities

Technical/Professional:

- Implements measures and a privacy governance framework to manage data use in compliance with the Data Protection Act, including developing templates for data collection, and assisting with data mapping;
- Ensures that the Ministry of Education, Skills, Youth and Information (MoESYI) processes personal data in compliance with the data protection standards and the Data Protection Act and good practice;
- Consults with the Office of the Information Commissioner (OIC) to resolve any doubt about how the provisions of the Data Protection Act and any Regulations made thereunder are to be applied;

- Ensures that any contravention of the data protection standards or any provisions of the Data Protection Act by the MoESYI is dealt with in accordance with the provisions of the Data Protection Act;
- Notifies the Data Controller in writing, of any contravention of the data protection standards or any provisions of the Data Protection Act;
- Reports any contravention by MoESYI of the data protection standards or any provisions of the Data Protection Act to the OIC, if the contravention is not rectified within reasonable time after the notification;
- Assists data subjects in the exercise of their rights under the Data Protection Act, in relation to the MoESYI;
- Develops internal policies and procedures related to the processing of personal data;
- Makes recommendations for the appropriate organisational and technical measures to ensure the security of personal data;
- Serves as the primary contact for the OIC on issues relating to the processing of data, and to consult, where appropriate, with regard to any other matter;
- Develops and implements Standard Operating Procedures (SOPs) for addressing all complaints pertaining to the Ministry's privacy policies and procedures;
- Provides advice/information to the Ministry and its employees on their obligations under the Data Protection Act and state data protection provisions;
- Manages and conducts ongoing reviews of the Ministry's Data Protection Framework;
- Disseminates current information on policies, procedures and legislation for the Ministry's staff to be aware of, as well as to promote the quality culture;
- Develops and implements approved certification mechanisms to exhibit compliance;
- Monitors and evaluates recommendations implemented for addressing weaknesses and deficiencies in relation to the processing of personal data;
- Prepares reports and presentations on analysis and findings;
- Conducts a data protection Impact Assessment in respect of all personal data in the custody or control of the Ministry;
- Sensitizes staff on the components of the Data Protection Act, Regulations and policies;
- Collaborates with the Ministry's ICT Division in the maintenance of a data security incident management plan, to ensure timely remediation of incidents, including impact assessments, security breach response, complaints, claims or notifications, and responding to subject access requests;
- Collaborates with the relevant officers from the Internal Audit Unit, Legal Services Unit and other key stakeholders to monitor, implement and analyse compliance programmes;
- Monitors to ensure that the Ministry's ICT systems and procedures conform with the relevant data privacy and protection law, regulation and policy;
- Participates in the collection of data, analysis and reports on key performance measures;
- Provides responses to comments and queries from data subjects in relation to the processing of personal data;
- Monitors changes to local privacy laws and makes recommendations, where necessary;
- Performs any other duty as assigned by the Senior Director.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication
- Excellent presentation skills
- Excellent analytical, judgment, decision making and problem solving skills
- Excellent planning and organizing skills
- Excellent interpersonal skills to foster harmonious working environment
- Strong customer service and quality focus skills
- High level of integrity and confidentiality

Technical:

- Sound knowledge of the data protection law and practices
- Good knowledge of auditing techniques and practices
- Good knowledge of risk management techniques and strategies
- Good knowledge and understanding of GOJ policies and programmes and the machinery of government
- Sound knowledge of applicable laws, policies, regulation and procedures
- Good critical reasoning, quantitative and qualitative analysis skills
- Knowledge of change management principles and practices
- Strong environmental scanning, analysis and interpretive skills
- Strong negotiating and persuasive presentation skills
- Proficiency in the use of the relevant computer applications

Minimum Required Education and Experience

- Bachelors' Degree in Computer Science, Audit or equivalent qualification from recognized tertiary institution
- Certification in Information Security, Data Protection and/or Privacy Certification such as CIPP, CIPT, ISEB, etc. (preferred)
- Exposure to legal training would be an asset
- Sound knowledge of the Data Protection Act and other applicable data protection policies.
- One (1) year related work experience

Special Condition Associated with the Job:

- May be required to work beyond normal work hours in order to meet deadlines.
- May be required to work on public holidays/weekends
- Possession of a valid Drivers' Licence and a reliable motor vehicle.

4. Manager, Industrial Relations Officer (GMG/SEG 2)

Job Purpose

Under the general direction of the Director, Employee Relations & Benefits, the Manager, Industrial Relations is responsible for managing, co-ordinating and directing the Ministry's industrial relations cases and investigations inclusive of negotiation of collective bargaining agreements, contract administration and interpretation. The incumbent is also expected to demonstrate a clear understanding of legal compliance, applicable workplace laws, regulations, policies and procedures, to facilitate the fostering and maintenance of a harmonious industrial relations climate with staff, trade unions and staff associations.

Key Responsibilities

Technical/Professional:

- Facilitates the fostering and maintenance of harmonious industrial relations climate within the Ministry and with trade unions and staff associations by:
 - developing, implementing and managing of programmes and strategies designed to encourage good labour relations;
 - co-ordinating and moderating meetings with trade unions and staff associations;
 - investigating, analysing and evaluating the causes of labour disputes, circumstances relating to work stoppages and other forms of labour unrest, and devising, recommending and implementing appropriate corrective action.
- Advises the Permanent Secretary, through the Director, Employee Relations & Benefits, on matters relating to disciplinary matters;
- Establishes and maintains proper grievance procedures in keeping with Government guidelines and ensures that all grievances filed by trade unions and staff associations are treated accordingly;
- Calculates costs of claims for salary improvements submitted by trade unions/staff associations, and researches and prepares related Briefs for submission to the Ministry of Finance and the Public Service;
- Represents the Ministry at meetings with the Ministry of Finance and the Public Service, concerning negotiations for salaries and allowances;
- Advises the Ministry and Agencies of revised salary scales and agreements reached, and monitors the timely implementation of such agreements;
- Represents the Ministry at meetings of the Ministry of Labour and Industrial Disputes Tribunal relating to disputes that have been referred;
- Provides advice to the Ministry, schools management and Regional Directors regarding terms and conditions of employment of both academic and non-academic staff, and industrial relations matters in general;
- Interprets, where necessary, information on Government's Labour Legislation and Industrial Relations Policies;
- Investigates matters referred to the Ministry by the Office of the Public Defender and reports findings to said Office;
- Reviews existing and proposed Labour Legislation to ensure that the Ministry's industrial relations practices are compatible with their provisions;
- Performs the functions of mediator in disciplinary matters involving staff;
- Keeps abreast of current information and development trends in labour relations;
- Makes presentations at seminars/workshops on industrial relations issues;
- Assists in the implementation of industrial relations decisions in a timely manner;

Management/Administrative

- Prepares and implements the Budget, Operational & Work Plans for the Industrial Relations Unit;
- Monitors the implementation of revised Salary Schedules;
- Advises and updates the Director on key areas of responsibilities,
- Leads, prioritizes and monitors the day-to-day operation of the Unit, to ensure the effective management of operations and that goals and objectives are being met;
- Ensures adherence to standard operating procedures and policies to maximize efficiency and work quality;
- Plans, directs, supervises and co-ordinates work activities of subordinates and staff relating to areas of responsibility;
- Ensures the maintenance of a database of documentation and information on industrial relations matters, electronic and paper base, to facilitate confidentiality, easy retrieval, safe custody and an audit trail;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Ministry of Education, Skill, Youth and Information;
- Identifies development programmes and makes recommendation for staff to attend such programmes;
- Ensures that the necessary tools, equipment and furniture are identified and provided for productive work;
- Prepares and submits periodic reports to the Director, Employee Relations and Benefits.

Human Resource

- Provides leadership to staff through effective objective/goal setting, delegation and communication;
- Monitors the routine operations of the Unit and oversees and participates in the review and evaluation of the work of staff members;
- Identifies and manages the developmental and welfare needs of staff in the Unit;
- Conducts performance appraisal of staff, as required, quarterly and annually;
- Fosters teamwork, a harmonious working environment and promotes collaborative working across Divisions/Units;
- Ensures that training and other development needs of employees are adequately identified and addressed;
- Promotes the building of institutional knowledge for the Unit, by ensuring that established systems and procedures are documented and disseminated;
- Recommends vacation leave and approves sick and departmental leave for staff in the Unit, and participates in the administration of staff benefits, in keeping with established Human Resource policies;
- Recommends disciplinary action, in keeping with established human resource policies;
- Conducts staff meetings as required;
- Ensures that staff adhere to the policies and procedures of the Ministry and the Unit;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.
- Performs any other related duties that may be assigned by the Director.

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

- Good listening skills, as well as the ability to understand people's background and motives
- Ability to present information and negotiate with employees and managers from different levels
- Strong attention to details
- Ability to establish credibility and build and maintain effective and collaborative working relationships with people at all levels.
- Ability to work well under pressure
- Sound planning, organizing and time management skills
- Good written and oral communication skills
- High level of integrity, initiative and confidentiality
- Good people management skills
- Effective teambuilding skills

Technical:

- Thorough knowledge of the Staff Orders, Public Service Regulations, The Education Regulations and the Ministry of Education's Terms and Conditions of Employment of the Non-Teaching Staff
- Good knowledge of Labour Laws and Industrial Relations practices
- Excellent knowledge of the Grievance Policy for the Public Sector

- Sound knowledge of the Ministries of Finance and the Public Service and Labour and Social Security guidelines
- Knowledge of relevant Union Agreements and Tribunal awards
- Knowledge of current trends and developments in labour relations locally and internationally
- Proficient in the use of the relevant MS applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Industrial Relations with at least three (3) years' experience
- OR**
- Bachelor's Degree in Public/Business Administration with specialized training in Industrial Relations
 - Five (5) years' working experience in the related field, three (3) of which should be at the supervisory level
 - Training in Supervisory Management would be an asset

Specific Condition Associated with the Job:

- Required to work beyond normal working hours to meet deadlines
- Required to travel to Regional offices
- Required to hold a valid driver's license and own a reliable motor vehicle

5. Manager, Fleet and Transportation (GMG/SEG 1)

Job Purpose

Under the general direction of the Director- Property, Security, Asset Management & Office Services, the incumbent is responsible for the management, assignment, maintenance and security of the Ministry's fleet management systems and procedures, in accordance with the Financial Administration and Audit Act and Regulations and the Revised Comprehensive Motor Vehicle Policy for the Public Sector.

Key Responsibilities

Technical/Professional:

- Manages the day-to-day operations of the fleet and transportation Section to ensure continual performance and improvement;
- Ensures that all required processes, systems and controls are in place within the section to enable achievement of its objectives and the safe custody of motor vehicles, accessories and advance cards for fuel;
- Ensures that the section operates within the prescribed budget;
- Designs, implements and monitors mechanisms, ensuring adherence to Public Sector Motor Vehicle Policy and the Financial Administration and Audit Act;
- Ensures that Driver's licence for each driver is current and free of encumbrance;
- Collaborates with the ICT Branch to design ICT solution to provide alerts on the validity of insurance, certificate of fitness and licence for motor vehicles and requests payment through Finance and Accounts Division when applicable;
- Designs and manages approaches that ensure logbooks for motor vehicles are maintained on a daily basis and monitored periodically;
- Collaborates with the Tax Administration Jamaica to ensure that motor vehicle taxes are paid on time and related matters are addressed;
- Establishes and maintains duty roster of drivers on a weekly basis on the transportation requirement of the Ministry;
- Implements and maintains schedules to dispatch parcels and transportation of staff on official business or extenuating circumstances, as applicable;
- Reviews business processes and recommends and implements changes in transport procedures;
- Manages the maintenance of all fleet by preparing the relevant requests and dispatching motor vehicles to approved garages for regular service and monitoring the work done;
- Manages the maintenance of an appropriate record-keeping system to reflect activities associated with the inspection, maintenance and repair of all vehicles and authorizes vehicles to be repaired, serviced and inspected by the mechanic, whenever necessary;
- Researches and assesses replacement options for vehicles in the Ministry's fleet;
- Liaises with the MOFPS and motor vehicles dealers to co-ordinate the purchase of motor vehicles for the Ministry and its Agencies;
- Schedules vehicle assignments to economize on fuel consumption;
- Maintains inventory of motor vehicles and operational costs;

- Reconciles receipts with statements from relevant companies repairing vehicles;
- Analyses fuel statements from gas stations for consumptions trends and recommends conservation mechanisms;
- Monitors the use of the advance card system and flag breaches and other irregularities;
- Devises, implements and monitors mechanisms to ensure safe parking of vehicles, especially larger units;
- Arranges for re-training and recertification of drivers and registration and recertification of vehicles;
- Visits accident sites, prepares reports and communicates to relevant officers in accordance with existing regulations, and follows up on such reports (investigation);
- Keeps records/history of drivers and accidents;
- Requests Board of Survey for the disposal of obsolete and redundant motor vehicles from the main inventory;
- Responds to Audit queries/observation relating to motor vehicles issues and related matters;
- Keeps abreast of changes and new developments in transport and fleet management.

Management/Administrative:

- Prepares and implements the Budget, Operational & Work Plans for the Fleet and transportation Section;
- Maintains safe custody of motor vehicle keys;
- Conducts meetings with Drivers of fleet vehicles to identify problems and improve efficiency;
- Supervises the preparation of periodic reports to the Director and other relevant stakeholders.

Human Resource:

- Provides leadership to staff through effective objective/goal setting, delegation and communication;
- Monitors the routine operations of the Unit and oversees and participates in the review and evaluation of the work of staff members;
- Identifies and manages the developmental and welfare needs of staff in the Section;
- Conducts performance appraisal of staff as required, quarterly and annually;
- Fosters teamwork, a harmonious working environment and promotes collaborative working across Divisions/Units;
- Ensures that training and other development needs of employees are adequately identified and addressed;
- Promotes the building of institutional knowledge for the Section, by ensuring that established systems and procedures are documented and disseminated;
- Recommends vacation leave and approves sick and departmental leaves for staff in the Section and participates in the administration of staff benefits, in keeping with established human resource policies;
- Recommends disciplinary action, in keeping with established human resource policies;
- Conducts staff meetings as required;
- Ensures that staff adhere to the policies and procedures of the Ministry and the Section;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to motivate, supervise and provide sound leadership to staff
- Ability to operate government-owned vehicles
- Attention to detail
- Adaptable to change
- Ability to multi-task
- Highly developed decision-making skills
- Well-developed planning, organizing, problem solving and human relations skills
- Excellent time management skills

Technical:

- Sound knowledge of policies, regulations and procedures relating to the management and maintenance of government-owned vehicles
- Knowledge of the principles and practices of fleet management
- Knowledge about Automotive Trends and Equipment
- Knowledge of the Road Traffic Act
- Strong knowledge of motor mechanics
- Proficiency in the use of relevant Microsoft Office applications

Minimum Required Education and Experience

- Bachelor's Degree in Management Studies, Public Sector Management, Business Administration or similar discipline OR NVQJ Level 4 Automotive Management – HEART NSTA;
- Certification in Auto Mechanics/Fleet Management Processes would be an asset;
- Three (3) years' experience working in a fleet management or transport environment.

OR

- Associate Degree in Automotive Management, Management Studies, Business Administration or similar discipline OR NVQJ Level 3 Automotive Management – HEART NSTA;
- Certification in Auto Mechanics/Fleet Management Processes;
- Five (5) years' experience working in a fleet management or transport environment.

Special Conditions Associated with the Job

- Required to work on weekends and holidays
- Required to work before and beyond normal hours
- Required to travel islandwide
- Required to hold a valid driver's licence and own a reliable motor vehicle

6. Schools Financial Support Officer (FMG/PA 1)

Job Purpose

Under the general supervision of the Regional, Financial Controller, the incumbent is responsible for planning, organizing, directing and co-ordinating the operations of all the infant, primary and high schools in the Region, as well as the Accounting Services in the Region consistent with the Ministry of Finance and the Public Service guidelines and the Financial Administration & Audit (FAA) Act.

Key Responsibilities

Technical/Professional:

- Co-ordinates and conducts visits to required government schools in the Region to review their accounting practices, records and identifies weaknesses;
- Recommends internal controls to improve financial management in schools;
- Aids schools in implementing proposed changes to their accounting processes;
- Reviews and certifies School Budgets and submits to the Regional Financial Controller for approval and submission to Head Office;
- Provides guidance and technical support to Principals and Bursars in preparing budgets and financial statements and the management of school financial resources;
- Monitors expenditures within all schools in the Regions to ensure adherence to approved estimates and Government's Procurement guidelines;
- Evaluates and recommends requests from schools for funds and submits to the Regional Financial Controller for approval.
- Reviews internal and external Audit Reports for all the schools in the Region.
- Prepares reports on school visits and recommends the intervention of the Regional Financial Controller;
- Logs discrepancies and weaknesses found on school visits, meets the relevant Officers and provides recommendation to correct the issues;
- Participates in the recruitment and selection of Bursars in the schools;
- Co-ordinates and monitors the organization of workshops, training and seminars for Bursars, their assistants and other key school personnel and does presentations when necessary.
- Mediates with schools' personnel, etc to eliminate or resolve financial problems being experienced by the schools.
- Reviews submissions from schools for emergency payments and recommends approval.
- Participates in Bursar evaluation exercises;
- Facilitates termly Bursar meetings;
- Performs other related duties assigned by the Director.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good time management skills
- High degree of initiative
- Ability to relate and work very well with others

- Attention to details
- High level of integrity and confidentiality
- Strong analytic and problem-solving skills
- Sound decision making-skills

Technical:

- In-depth knowledge of the Financial Administration and Audit (FAA) Act
- In-depth knowledge of Government's accounting and financial principles, procedures and standards
- Thorough knowledge of Financial Management
- Thorough knowledge of the Government's Procurement Guidelines
- Knowledge of the Ministry of Education operation and functions
- Ability to maintain effective internal controls
- Knowledge of computerized accounting systems and Microsoft Office Applications

Minimum Required Qualification and Experience

- AAT Level 3;
- ACCA-CAT Level C/level 3;
- ACCA Level 1
- NVQJ Level 4, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 & 3; **or**
- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University.

Special Conditions Associated with the Job

- Required to work beyond normal office hours at times
- Required to travel extensively to schools in the Region
- Required to possess a valid Drivers' Licence and a reliable motor vehicle

7. Pension Administrator (GMG/AM 4)

Job Purpose

Under the general direction of the Senior Human Resource Officer Employee Relations & Benefits Administration, the Pension Officer is responsible for processing applications for pension or gratuity and death benefits for Academic and Non-academic staff. The incumbent is also responsible for ensuring timely, accurate, and complete and records of members and former members and dependents of Ministry and Bursar paid schools, up-to-date and in accordance with best practices.

Key Responsibilities

Technical/Professional:

- Maintains accurate and up-to-date records of Pensionable academic and non-academic staff, both manually and electronically;
- Uploads and maintains new and existing teachers personnel information to the PEPAs software;
- Checks master listing to determine the eligibility for retirement for both academic and non-academic staff;
- Conducts ongoing investigations to ensure all relevant information/documentation on service (linkage) is obtained for each retiree;
- Prepares and submits request for documents/information that are missing from files, in order to complete process for pre-retirement leave;
- Determines leave eligibility in order to approve pre-retirement leave and advise, teachers in writing, if approval is granted and date of retirement;
- Prepares, checks forms for correctness, signs and dispatches letter of advice, with necessary Pensions Particulars Forms;
- Prepares and submits advice to Teachers Financial Services Unit to advise of date of retirement;
- Prepares salary breakdown for Ministry paid employees and Bursar paid schools, from commencement of service, and submits prepared salary advice to Teachers Financial Services;

- Processes Leave entitlement and salary breakdown for deceased persons in addition to ensuring that all requisite documents are obtained;
- Prepares and submits pension documents in respect of Academic and Non-academic Staff to the Pension Section of the Schools Human Resource Branch;
- Investigates queries from retirees and provides redress;
- Prepares and submits performance review and work plan to Senior Human Resource Officer;
- Performs other related functions assigned from time to time by the Senior Human Resource Officer, Employee Relations.

Required Knowledge, Skills and Competencies

Core:

- Working knowledge of supervisory principles and practices
- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer service skills
- Well developed planning and organizing skills
- Ability to demonstrate a high level of professionalism and confidentiality
- Ability to plan and prioritize to meet deadlines
- Ability to work on own initiative

Technical:

- Knowledge of the Pensions Act, Staff Orders, Public Service Regulations and the Ministry's policies, procedures and regulations governing personnel management
- Knowledge of relevant computer systems and applications
- Knowledge of salary administration practices and procedures

Minimum Required Qualification and Experience

- Bachelors Degree in Public Administration, Management or related Social Science discipline
- OR**
- Diploma in Public Administration, Management or Business Administration from a recognized institution
 - Three (3) years working experience in a responsible administrative/Human Resource position

Applications accompanied by Résumés should be submitted **no later than Friday, 27th June, 2025 to:**

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

<https://recruit.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**