



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

ASSESSMENT AND CERTIFICATION ASSISTANT (GMG/SEG 1) - VACANT NATIONAL COLLEGE OF EDUCATIONAL LEADERSHIP

JOB TITLE :

To provide administrative support in the testing and evaluation of trainees/clients and to assist in the preparation of certification

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business Administration Management or equivalent qualifications
- At least two (2) years' experience in a similar position

REMUNERATION PACKAGE:

Salary Scale/ Pay Band 6 : \$3,501,526.00 - \$4,709,163.00 per annum





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ICO 26-87

FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5883 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN WEDNESDAY, JULY 8, 2026 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 - 4 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT



**NATIONAL COLLEGE OF EDUCATIONAL LEADERSHIP
JOB DESCRIPTION AND SPECIFICATIONS**

JOB TITLE:	Assessment & Certification Assistant
JOB GRADE:	TBD
POST NUMBER:	
DIVISION/BRANCH:	Programmes
SECTION/UNIT	Assessment & Certification
REPORTS TO:	Assessment & Certification Manager
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Branch/Division

Date

Date received in Human Resource Management Branch

Date Created/revised

Strategic Objectives of the National College of Educational Leadership (NCEL)

Job Purpose

To provide administrative support in the testing and evaluation of trainees/clients and to assist in the preparation of certification.

Key Outputs:

- Design of evaluation instrument conducted
- Records/files maintained
- Individual assessments for practicums scheduled
- Post- programme assessments coordinated
- Requirements for tests, conducted by service providers prepared
- Certificates and transcripts prepared
- Training record database updated and maintained
- Reports on activities prepared
- Individual work plan prepared

Key Responsibility Areas:

Technical / Professional Responsibilities

- Assists in coordinating the design of evaluation instruments and modality of assessment.
- Collates and ensures the proper storage of evaluations
- Records the mentor or coach assigned to a training participant.
- Liaises with Programme Officers to schedule individual assessments for practicums.
- Coordinates post-programme assessments.
- Liaises with service providers to ensure all requirements are in place for tests.
- Records and files signed contract of Assessors contracted to work on behalf of NCEL.
- Provides support in preparing certificates and transcripts.
- Updates and maintains the training record database (TRD) to reflect participants' recently acquired qualifications and score.
- Records and files NCEL's evaluation of the trainers/facilitators to inform NCEL's contract management process.
- Prepares monthly and quarterly reports;
- Prepares individual work plan;
- Drafts correspondences for review of the Manager;
- Assists with the development of the Operational plan and budget of the Unit.
- Manages the filing system in accordance with the stipulated guidelines;

Other

- Performs other related functions assigned from time to time by the Assessment & Certification Manager.

Performance Standards:

- Post-programme assessments coordinated based on requirements of the organization.
- Records and files maintained in accordance with established policies and procedures
- Administrative support provided for training sessions, workshops and Assessors in a timely manner; appropriate sites are identified for training sessions
- Timeliness and compliance is maintained in keeping with established standards
- Efficient and timely support provided to the Programmes Unit and Assessors to ensure the smooth running of programmes
- Comprehensive reports prepared and submitted at the required intervals

Internal and External Contacts (specify purpose of significant contacts):

Contacts within the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Programme Officers	Scheduling of individual assessments for practicums

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Service Providers	Ensuring that requirements are in place for tests
Assessors	Ensuring submission of signed contracts

Required Competencies:

Core

- Good organizing/coordinating skills
- Good interpersonal skills – teamwork/ cooperation
- Good time management and multitasking skills
- Good oral and written communication skills
- Ability to demonstrate a high level of professionalism

Technical

- Sound knowledge of office practices and procedures
- Good knowledge of administrative policies and procedures set by the Division and the organization
- Working knowledge of relevant computer applications including spreadsheet, word processing, presentation and drawing software.

- Knowledge of record keeping and records/file management techniques

Minimum Required Education and Experience

- Bachelor's Degree in Business Administration Management or equivalent qualifications
- At least two (2) years' experience in a similar position

Authority:

- N/A

Specific Conditions Associated with the Job

- Normal office environment
- May be required to work beyond normal hours in order to meet deadlines
- May be required to work weekends and public holidays

Validation of Job Description

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

 09-25-16