



Ministry of
Education & Youth

CAREER OPPORTUNITIES

JOB TITLE : ADMINISTRATOR (GMG/AM 3) - (VACANT)
TEACHERS' SERVICES COMMISSION AND APPEALS TRIBUNAL SECRETARIAT

JOB PURPOSE:

The incumbent is responsible for providing administrative and secretarial support to the Teachers Services Commission (TSC) and Appeals Tribunal Secretariat, including the review of teachers' academic awards and transcripts; ascertaining the accreditation status of awards, institutions and programmes; and serving as the recording secretary at meetings of the Teachers Services Commission.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Public Administration/Human Resource Development/Management or the Arts
 - Minimum of three (3) years' experience in a related field
- OR
- Diploma in Public Administration/Personnel Management
 - Training in Supervisory Management
 - Two (2) years on the job training

REMUNERATION PACKAGE:

\$2,190,302.00 - \$2,945,712.00 per annum (GMG/AM 3) Salary Scale, Pay Band 5





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Interested persons are invited to submit applications with résumés no later than Tuesday, October 8, 2024 to the address presented below.

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

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.

[CLICK HERE TO APPLY](#)

The job descriptions are attached to this email.

MINISTRY OF EDUCATION
JOB DESCRIPTION AND SPECIFICATION (Present)

JOB TITLE:	Administrator
JOB GRADE:	GMG/AM3
POST NUMBER:	
DIVISION:	Human Resource Management and Administration
SECTION:	Teachers Services Commission and Appeals Tribunal Secretariat
REPORTS TO:	Director, Teachers' Services Commission
MANAGES:	Records Officer PIDG/RIM II

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 Department/Division

Date

Received in Human Resource Division

Date Created/revised

Job Purpose:

The incumbent is responsible for providing administrative and secretarial support to the Teachers Services Commission (TSC) and Appeals Tribunal Secretariat, including the review of teachers' academic awards and transcripts; ascertaining the accreditation status of awards, institutions and programmes; and serving as the recording secretary at meetings of the Teachers Services Commission.

Key Outputs:

- Academic awards/transcripts reviewed/assessed
- Accreditation status of awards/institutions/programmes ascertained
- Proceedings of meetings recorded/prepared
- Information for TSC researched

Key Responsibility Areas:**Technical / Professional Responsibilities**

1. Reviews teachers' academic awards/transcripts and prepares worksheets for the Qualifications Committee's assessment of qualification
2. Ascertains the accreditation status of each award and prepares letter to the relevant institution for additional information, as required
3. Liaises with the University Council of Jamaica, Embassies, High Commissions and other agencies to ascertain accreditation of educational institutions and programmes
4. Performs the function of recording secretary at meetings of the Teachers' Service Commission
5. Emails decisions of the Evaluation of Qualifications Committee to the Head, Schools' Personnel in the Regional Offices for implementation
6. Refers files with decisions to the relevant officers in the regional office to be addressed
7. Researches and provide information for the Teachers' Service Commission (TSC) as requested
8. Liaises with the Regional Office and teachers concerning issues relating to the Evaluation of Qualifications

9. Performs any other duties assigned.

Management/Administrative Responsibilities

- Supervises and coordinates the day-to-day activities of Records Officer in areas of responsibility

HR Responsibilities

- Contributes to the performance appraisal of Records' Officer by establishing objectives, and monitoring and appraising performance

Performance Standards:

- Records of meetings are complete, accurate and prepared in a timely manner
- Research of information for Teachers' Services Commission is thorough and conducted in a timely manner
- Reviews of teachers' academic awards/transcripts and preparation of worksheets are thorough and timely with due regard for accuracy, completeness and verification of information/documentation
- Information/documentation regarding accreditation status of awards and of educational institutions and programmes are ascertained
- Performance objectives for staff supervised are established, performance monitored and appraisal conducted in a timely manner

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

Internal Contacts

Contact (Title)	Purpose of Communication
Teachers Services Commission	Re functions as recording secretary and research of information
Evaluation of Qualifications Committee	Re documentation/information

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

Contact (Title)	Purpose of Communication
University Council of Jamaica; Embassies; High Commissions	To ascertain accreditation of educational institutions and programmes
Regional Offices; Teachers	Re decisions of the Evaluation of Qualifications Committee

Required Competencies:

Core

- Excellent interpersonal and customer service skills
- Excellent time management and organizing skills
- Ability to communicate effectively in both oral and written formats
- Ability to demonstrate a high level of initiative, professionalism and confidentiality
- Ability to plan work to meet timelines

Technical

- Knowledge of the Staff Orders, Public Service Regulations and the Ministry's policies and procedures.
- Knowledge of the terms and conditions that governs contract staff
- Proficiency in relevant Microsoft Office Applications

Minimum Required Education and Experience

- Bachelor's Degree in Public Administration/Human Resource Development/Management or the Arts
- Minimum of three (3) years' experience in a related field

OR

- Diploma in Public Administration/Personnel Management
- Training in Supervisory Management
- Two (2) years on the job training

Authority:

- To recommend leave of absence for staff supervised
- To supervise the activities of staff

Specific Conditions associated with the job:

- N/A

Validation of Job Description

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Employee

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Date

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Date

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