



Ministry of  
Education, Skills,  
Youth & Information

## CAREER OPPORTUNITY

**JOB TITLE : ADMINISTRATOR, DIRECTOR 1 (GMC/SEG 1) - CONTRACT**

**SCHOOL FEEDING PROGRAMME**  
(KINGSTON REGIONAL OFFICE, REGIONS 1 & OLD HARBOUR REGIONAL OFFICE, REGION 6)

The incumbent will report directly to the Director of the School Feeding Programme and will have a functional reporting relationship with the Director, Regional Educational Services in planning, implementing and monitoring of the Ministry's School Feeding Programme to ensure that targets are achieved in support of the School Feeding Programme.

### REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree Social Sciences / Business Administration / Management or equivalent qualifications

PLUS

- Two (2) years' related experience.

### REMUNERATION PACKAGE:

Salary Scale: \$3,501,526 to \$4,709,163 per annum of the GMC/SEG 1 Salary Scale, Pay Band 7





Ministry of  
Education & Youth

ICO 25-96

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 MONDAY, JUNE 30 , 2025 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT  
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION  
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](#)

HUMAN RESOURCES  
MANAGEMENT



## **JOB DESCRIPTION**

### **ADMINISTRATOR, DIRECTOR 1 (GMG/SEG 1)**

### **SCHOOL FEEDING PROGRAMME, REGIONS 1-7**

#### **Job Summary**

The incumbent will report directly to the Director of the School Feeding Programme and will have a functional reporting relationship with the Director, Regional Educational Services in planning, implementing and monitoring of the Ministry's School Feeding Programme to ensure that targets are achieved in support of the School Feeding Programme.

#### **Key Outputs:**

1. Annual work plan prepared
2. Inputs to Operational Plan and Budget prepared.
3. Feeding Grants Allocation for schools reviewed and managed,
4. School Feeding Programme monitored.
5. Reports prepared and submitted to the Regional Director and the Director of the School Feeding Programme.
6. Verification of meals supplied by Nutrition Products Limited to Schools in the Region
7. Reconciliation of PATH Returns

#### **Key Responsibility Areas**

##### **Professional Technical Duties:**

1. Contributes to the preparation of the Annual Operational Plan and Budget for the School Feeding Programme;
2. Manages and controls the payments for Feeding Grants and the PATH Nutritional Support Grants by:
  - Verifying the Feeding Grant allocation for each school on the Cooked Lunch Component of the School Feeding Programme based on enrolment and approved budget and collaborate with the Regional Financial Controller;

- Reviewing list/spreadsheets sent to the regions for PATH Subsidy and report immediately any discrepancies;
  - Preparing Payment Vouchers and monitoring process to ensure timely preparation of payments to schools;
  - Ensuring that payments are made to schools with PATH beneficiaries based on approved budget and listing obtained from the Ministry of Labour and Social Security.
3. Liaises with schools with/without canteen concessionaires and taking appropriate follow-up action by:
    - Monitoring schools with canteen concessionaires to ensure that the guidelines stipulated by the Government of Jamaica through the Ministry of Education and Youth are followed and standards upheld.
    - Liaising with the Early Childhood Commission (ECC,) Infant, Primary and Secondary schools on meals served to students.
  4. Monitors the deliveries of meals to schools by Nutrition Products Limited each month and provides relevant reports to Head Office and the Director, Regional Educational Services;
  5. Monitors the operations of the School Feeding Programme through monthly visits to schools in the regions to observe operations and visits Nutrition Products Ltd (if located in the Region) to conduct spot checks on operations. Provides monthly reports to the Director, School Feeding and the Director, Regional Educational Services;
  6. Ensures the reconciliation of returns from schools on the Nutrition Products Ltd. component with accounting information supplied by Nutrition Products Ltd;
  7. Prepares and submits the following reports and financial statements for submission to the Director and the Director, Regional Educational Services ;
    - Monthly Reports on the Traditional School Feeding Programme;
    - Quarterly Financial Reports on PATH Returns Subsidy submissions of Schools in the Region.
  8. Conducts Provides updates and monitors schools in the Region on the strategic direction of the School Feeding Programme to include the National School Nutrition Policy, The National School Nutrition Standards, and Concessionaire Contracts etc.;

9. Identifies and organises training for new principals and other stakeholders each year and submits the list to the Director, School Feeding programme and coordinate training activities.
10. Maintains a database of all schools on the School Feeding Programme and students on the Welfare Programme in the region.
11. Conducts annual research on the progress of the School Feeding Programme in the region, collates and provides reports to the School Feeding Director.
12. Monitors the progress of the National School Nutrition policy observing timelines and possible drawbacks/challenges.
13. Assists in coordinating and arranging meetings and other school feeding events in the regions to sensitize principals, parents and students on the School Feeding Programme and prepares the minutes as necessary.
14. Monitors and provides technical assistance in the recording of the Quarterly Canteen Returns from schools on the Cooked Lunch Component and the PATH Programme.
15. Supervises students on work experience assignments to the Unit.
16. Monitors the operations of the School Feeding Programme through regular visits to schools in the respective regions to observe operations and to do spot checks on operations.
17. Ensure that schools are following the stipulated operating procedures and guidelines in the procuring the services of canteen concessionaires.
18. Prepares monthly and quarterly reports and submits to the Director, Regional Educational Services and the Director, School Feeding programme.
19. Performs any other related duty as required

### **Required Competencies**

#### **Core**

- Planning and organising skills.
- Ability to communicate effectively orally and in writing and at all levels.
- Analytical and problem-solving skills
- Ability to supervise staff effectively
- Good interpersonal skills
- Proficiency in the use of relevant computer software applications

### **Technical**

- Knowledge of the Government's Financial and Budgetary systems
- Knowledge of the FAA Act
- Knowledge of Government's Procurement Guidelines
- Knowledge of the School Feeding Programme
- Knowledge of the School Feeding Policy

### **Required Education and Experience**

- Bachelor's Degree in Social Sciences/Business Administration/ Management or equivalent from an accredited institution.

### **PLUS**

- Two (2) years' related experience.

### **Specific Conditions Associated with the Job**

- Normal office environment
- Required to travel to visit schools

### **Remuneration Package:**

Salary Scale                      -                      \$3,094,839 – \$4,162,214 per annum