



Ministry of  
Education, Skills,  
Youth & Information

ICO 25-20



## CAREER OPPORTUNITY

### **JOB TITLE : SENIOR EDUCATION OFFICER, PERFORMANCE MONITORING & EVALUATION (GMG/EO 3) - VACANT SCHOOL'S IMPROVEMENT SERVICES BRANCH**

Under the general direction of the Assistant Chief Education Officer – Schools Performance Monitoring and Evaluation, the Senior Education Officer, Monitoring and Evaluation (M&E), is responsible for coordinating and managing the system and process development for creating and maintaining a framework for the monitoring, evaluation and reporting on the programmes, projects for the School's Improvement Branch and in ensuring the development of a strong, results focused and continuous improvement approach to the education portfolios planning, implementation and delivery of services.

### **REQUIRED EDUCATION AND EXPERIENCE**

- Master's Degree in Business/Public/Educational Administration or relevant Social Science discipline;
- Five (5) years of proven experience and demonstrated ability in M&E process and system design, implementation and management, including three (3) years at a supervisory/management level;

OR





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SCHOOL'S IMPROVEMENT SERVICES BRANCH**

### REQUIRED EDUCATION AND EXPERIENCE CONTINUED

- Bachelor's Degree in Business Management, Public Administration, Education or relevant discipline;
- Eight (8) years of proven experience and demonstrated ability in M&E process and system design, implementation and management, including three (3) years at a supervisory/management level;
- Proven experience in collecting, organizing, manipulating, synthesizing and evaluating a wide range of complex qualitative and quantitative information/data to produce performance management Briefs and Reports;
- Experience in training and capacity building would be a distinct asset

### REMUNERATION PACKAGE:

Salary Scale: \$9,172,508.00 to \$11,741,586.00 per annum  
Education Officer's Salary Scale, Pay Band 10





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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, MARCH 3, 2025 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



**MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION**  
**DIVISION OF SCHOOLS' SERVICES**  
**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Senior Education Officer, Performance Monitoring and Evaluation
<b>JOB GRADE:</b>	GMG/EO 3
<b>POST NUMBER:</b>	71307
<b>BANCH:</b>	School's Improvement Services
<b>SECTION:</b>	School's Performance Monitoring and Evaluation
<b>REPORTS TO:</b>	Assistant Chief Education Officer, School's Performance Monitoring & Evaluation
<b>MANAGES:</b>	Senior Education Officer x 3 Administrative Assistant Secretary

**Job Purpose**

Under the general direction of the Assistant Chief Education Officer – Schools Performance Monitoring and Evaluation, the Senior Education Officer, Monitoring and Evaluation (M&E), is responsible for coordinating and managing the system and process development for creating and maintaining a framework for the monitoring, evaluation and reporting on the programmes, projects for the School's Improvement Branch and in ensuring the development of a strong, results focused and continuous improvement approach to the education portfolios planning, implementation and delivery of services.

**Key Outputs:**

- M&E inputs to the Branch's Plan provided
- Section plans/objectives/strategies/budget developed/implemented/monitored/reviewed
- M&E framework developed/implemented/reviewed/updated
- Technical expertise/advice/guidance provided to management/staff
- Monitoring/evaluating/reporting arrangements implemented/maintained
- Key indicators/measures established/monitored/evaluated/reported on
- M&E activities integrated with financial/risk management
- IT infrastructure/database established/maintained
- Data/information collected/collated/analysed/evaluated/reported and acted on
- M&E quarterly/annual/special reports prepared

- Research/surveys/focus groups conducted
- Training/awareness needs/programmes identified/facilitated/acted on
- Performance of staff managed

### **Key Responsibility Areas:**

#### **Technical / Professional Responsibilities**

1. Manages the system and process development for creating and maintaining a framework inclusive of strategies, policies, procedures, performance indicators, tools and mechanisms, for the monitoring and evaluation of the education portfolio's activities, programmes and projects for School's Improvement;
2. Provides technical related information and data as inputs in the development of the KPIs for the education sector, and in ensuring the development of strong, results focused M&E initiatives;
3. Manages the process of collaboration with the schools in designing and developing M&E systems, tools and mechanisms for their respective areas of responsibility, to monitor, collect and analyze information on inputs, outputs, outcomes and impact of teaching and learning projects;
4. Manages the process for the development, implementation and updating of a M&E Policy and Operational Manual establishing and defining roles and responsibilities, performance related criteria and the main inputs, processes and outputs of key events related to the School's Improvement Plan;
5. Collaborates with the Financial Management Division and Internal Audit in ensuring performance monitoring and reporting arrangements are integrated with arrangements for risk, financial management and auditing;
6. Participates in the planning of education programmes/projects so as to ensure monitoring and evaluation elements are included in their design and that implementation conforms to stated policy and programme objectives;
7. Coordinates and manages the provision of technical support, advice and guidance to schools in:
  - identifying information needs and establishing baseline data as a basis for tracking changes from baseline conditions to desired outcomes;
  - identifying and establishing measurable performance indicators (qualitative and quantitative) and targets that are agreed and made the subject of comprehensive and integrated reporting and accountability arrangements;
  - producing reports according to stipulated guidelines and format that clearly identifies outputs, outcomes, impact, performance gaps, causes and action required.
8. Collaborates with the MIS Division, Data Processing Officer and the Senior Education Officer - Quality Assurance on the design of the IT infrastructure and database required to support the Ministry's QPM system and in ensuring the implementation of data privacy, data security, and backup protocols;
9. Collaborates with the Data Processing Officer in the data collection process so as to ensure data collected is credible, user friendly, accessible and aids and facilitates development and refinement of School Plans and the monitoring, evaluation and achievement of outputs, outcomes and impacts;

10. Conducts as well as supervises ongoing monitoring/tracking of policies, programmes, projects and activities as a basis for checking progress against plans, identifying risks and challenges, informing improvements and corrective action and making informed day-to-day management decisions;
11. Directs and coordinates the process for evaluating and reporting on the performance of schools, taking into consideration factors such as adherence with regulatory requirements, relevance, performance (effectiveness and efficiency), gaps, value for money, impact and sustainability;
12. Prepares Quarterly, Annual and Special M&E Reports on monitoring and evaluation activities and the performance results of schools in accordance with approved format, guidelines and timelines;
13. Prepares Briefs and makes presentations on the content of reports to senior management, the political directorate, schools, project managers, funding agencies and other stakeholders as required;
14. Coordinates and undertakes research, surveys and focus groups as a basis for receiving feedback from stakeholders and for identifying models of best practices and disseminating them across the education portfolio, so as to develop a high performance culture;
15. Maintains and updates job knowledge by studying trends and developments in performance monitoring and evaluation; participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.

#### **Other**

- Performs other related duties and responsibilities as may be determined by the Assistant Chief Education Officer

#### **Management/Administrative Responsibilities**

1. Participates in developing, implementing and managing the Division's Operational Work Plan and budget;
2. Coordinates and manages the development, implementation and monitoring of the Section's budget and Operational Plans;
3. Establishes and maintains a database of management/administrative related information, electronic and paper, in accordance with established policies and regulatory guidelines, to facilitate the efficient and effective delivery of services, confidentiality, easy retrieval, safe custody and an audit trail;
4. Manages the procurement, supervision and evaluation of consultants, including the preparation of Terms of Reference and Requests for Proposals as requested;
5. Prepares Quarterly, Annual and Special Reports and documentation by collecting, analyzing and summarizing data, information and trends on the plans, activities and performance of the Section;
6. Keeps the Assistant Chief Education Officer advised and updated on key areas of responsibility, progress



of work against objectives, targets, variances and risks that may arise, by collecting, analysing, summarizing and reporting on information and trends and making recommendations;

7. Chairs and participates in M&E working groups and committees and represents the Ministry at various M&E related meetings, conferences and other foray as requested.

### **HR Responsibilities**

1. Provides leadership to staff through effective objective/goal setting, delegation, and communication;
2. Fosters teamwork, a harmonious working environment and the promotion of collaborative working across Divisions/Units;
3. Manages the performance of the Section and its staff, including setting performance targets, monitoring and evaluating performance, providing feedback to staff, and initiating corrective action where necessary to improve performance;
4. Coach, train and mentor M&E staff with the aim of strengthening their technical capacity, exchanging knowledge, transferring skills and providing professional development guidance;
5. Promotes the building of institutional knowledge for the Ministry by ensuring that established M&E systems and procedures are documented, disseminated and transferred through training, mentoring and coaching;
6. Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
7. Ensures staffs adhere to the policies, procedures and regulations of the Ministry.

### **Performance Standards:**

- Timely and sound M&E related information and data is provided as inputs in the development of the Ministry's Business/Strategic Plan;
- The Section's operational plans and programmes are developed, implemented, monitored and evaluated and are supportive of and aligned with Divisional and Ministry Business Plans
- An effective M&E framework to guide implementation, monitoring, evaluation and reporting on school plans, programmes and projects is developed, implemented and reviewed on an ongoing basis
- Proactive, timely and sound technical support, advice and guidance is provided to school in the development, implementation and management of M&E systems, policies, procedures, performance measures, tools and mechanisms
- Performance monitoring, evaluation and reporting arrangements are integrated with arrangements for risk, financial management and auditing
- A database of QPM related data and information is established and maintained that is current, user friendly, accessible and aids and facilitates quality, monitoring and evaluation activities
- Effective systems, procedures, methodologies and mechanisms for the collection, analysis and evaluation of data and information (qualitative and quantitative) are developed and implemented

- A database to support the Ministry's M&E data and information requirements is established and maintained that adequately provides for data privacy, data security, and backup protocols
- Information and data collected, are credible, user friendly, accessible, provides a sound and reliable basis for decision-making and aids the development and refinement of school plans and programmes and the monitoring and achievement of outputs, outcomes and impacts
- Findings and recommendations arising from monitoring and evaluation activities are shared with Programme/Project/Agency Managers in a timely and structured manner
- Reports are thorough and insightful; conclusions and recommendations sound; and are prepared and submitted in accordance with stipulated/agreed format and timelines
- A proactive approach is adopted in undertaking research, surveys and focus group as a basis for identifying and disseminating models of best practice, the fostering of a culture of continuous improvement and informing service improvements
- Training needs are identified and the implementation of training and awareness programmes facilitated, so as to ensure employees are up-to-date with M&E systems requirements
- Effective working relationships and networks are developed and maintained with a range of internal and external stakeholders so as to facilitate M&E initiatives
- Performance of staff is managed on an ongoing and timely basis by establishing performance objectives, monitoring and evaluating performance, providing feedback and initiating corrective action

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

**Contacts Internal to the organisation:**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Branch Heads , Supervisors in Regional Offices	Obtaining/providing information in respect of teaching/learning across the Regions
Schools 'Human Resource Management Services Division	Obtaining advice and assistance on human resource management issues
Data Processing Officer	Providing & obtaining information on the design of the IT infrastructure and database
Financial Management Division	Re budgetary matters and the integration of financial and M&E risk management
Jamaica Teaching Council	Facilitating training of Trainers
Audit Unit	Re assessment and review of M&E related information
General Staff	Re technical advice, guidance and support

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



<b>Contact (Title)</b>	<b>Purpose of Communication</b>
School Principals, Teachers and Boards	Liaise in relation to implementation of teaching/learning processes
M&E Unit (Cabinet Office)	Re collaboration on quality assurance related matters; assessment and review of the Ministry's M&E reports
National Education Inspectorate	Liaise on inspection reports and post inspection planning
National Council on Education	Sharing of information on the capacity of schools/regions for teaching/learning
Auditors (external)	Re conduct of audit, findings, recommendations and requests for supporting information
General public	Obtaining/providing data/information in respect of education programmes and projects

### **Required Competencies:**

#### **Core**

- Ability to communicate effectively, orally and in writing and with diverse stakeholders
- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences
- Well-developed planning, coordinating, organizing, problem solving and leadership skills
- Ability to forge effective working relationships with managers internally and externally
- Ability to oversee and influence the implementation of M&E processes in collaboration with managers
- Ability to demonstrate sound judgment in decision making
- Meticulous attention to detail
- Team oriented
- Ability to work under pressure and manage a complex and varied workload and conflicting priorities

#### **Technical**

- In-depth knowledge of the Education Act, Regulations and related policies
- In-depth knowledge of the principles and methodologies of statistical analysis, quantitative and qualitative data collection and analysis and research
- Ability to design M&E surveys, tools and mechanisms for monitoring, data collection, analysis and evaluation
- Ability to analyze and synthesize quantitative and qualitative information and data to produce high quality Briefs and Reports
- Knowledge of international M&E standards, trends and best practices
- Knowledge of auditing principles and methods and their application
- Proficiency in Microsoft Office Suite and database management systems such as Access and Excel

### **Minimum Required Education and Experience**

- Master's Degree in Business/Public/Educational Administration or relevant Social Science discipline
- Five (5) years of proven experience and demonstrated ability in M&E process and system design, implementation and management, including three (3) years at a supervisory/management level

**OR**

- Bachelor's Degree in Business Management, Public Administration, Education or relevant discipline
- Eight (8) years of proven experience and demonstrated ability in M&E process and system design, implementation and management, including three (3) years at a supervisory/management level
- Proven experience in collecting organizing, manipulating, synthesizing and evaluating a wide range of complex qualitative and quantitative information/data to produce performance management Briefs and Reports
- Experience in training and capacity building would be a distinct asset

**Authority to:**

- Develop, implement and/or recommend M&E systems, standards, indicators, policies and procedures
- Identify system/data/operational needs and recommend/undertake corrective action
- Convene, chair and/or participate in M&E working groups and committees
- To recommend performance standards for teaching and learning in schools
- To determine/apply methodologies/instruments for the collection, analysis and reporting of data on teaching and learning in schools
- To recommend staff movement and disciplinary action where necessary
- To approve sick & departmental
- To recommend vacation leave

**Specific Conditions associated with the job:**

- May be required to travel and work beyond and outside normal working hours in meeting deadlines
- Required to possess a valid Driver's License and a reliable motor vehicle
- May be required to travel to local and international conferences/meetings/workshops and to conduct local site visits