



Ministry of
Education & Youth

CAREER OPPORTUNITY



JOB TITLE:

**LEAVE ADMINISTRATOR (GMG/AM 3) - VACANT
PORT ANTONIO REGIONAL OFFICE, REGION 2**

Under the general supervision of the Snr Human Resource Officer, Employee Relations & Benefits Administration, the Leave Administrator is responsible for calculating, monitoring, managing and auditing of leave and maintenance of Service Records in accordance with Employee Relations regulations and Union Agreements for both academic and non-academic staff.

REQUIRED EDUCATION AND EXPERIENCE

- Associates Degree in Public Administration, Management or related Social Science discipline with at least two (2) years working experience in a responsible administrative/ Human Resources position;
- OR
- Diploma in Public Administration, Management or Business Administration from a recognized institution with at least four (4) years working experience in a responsible administrative/Human Resources position.

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Salary Scale: \$2,190,302.00 to \$2,945,712.00 per annum
(GMG/AM 3) Salary Scale, Band5





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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, FEBRUARY 16, 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



MINISTRY OF EDUCATION, YOUTH & INFORMATION
REGIONAL EDUCATIONAL SERVICES BRANCH
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Leave Administrator
JOB GRADE:	GMG/AM 3
POST NUMBER:	
DIVISION/BRANCH:	Division of Schools Services/Regional Educational Services
SECTION/UNIT:	Schools' Human Resource Management /Employee Relations & Benefits Admin
REPORTS TO:	Snr. Human Resource Officer , Employee Relations & Benefits Administration
SUPERVISES:	N/A

Strategic Objectives:

Job Purpose:

Under the general supervision of the Snr Human Resource Officer, Employee Relations & Benefits Administration, the Leave Administrator is responsible for calculating, monitoring, managing and auditing of leave and maintenance of Service Records in accordance with Employee Relations regulations and Union Agreements for both academic and non-academic staff.

Key Outputs:

- Leave applications processed
- Leave calculated
- Leave records updated
- Health Cards applications processed
- Leave approvals letters prepared and issued
- Employment cards and period of Service Records prepared & updated
- Duty concession applications processed and records maintained
- Study leave bonding documents processed and submitted
- Annual Performance Evaluation report and work plan prepared

- Locum Tenens claims checked and prepared
- Reports prepared

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Processes leave application for vacation, casual, sick, maternity, special, study and secondment by:
 - Determining eligibility as it relates to leave quota
 - Determining years of continuous service and permanency
 - Updating respective leave records and submits leave data to central Office for approval
 - Monitoring leave utilization and accumulation
 - Recording/updating all approved leave
 - Maintains a leave register
 - Informing the relevant personnel of approval/disapproval of leave and resumption dates
 - Preparing salary advice with leave approval to be submitted to Teachers' Financial Services
- Computes leave to determine eligibility for leave requested and also to ascertain if leave was taken in excess for academic year;
- Updates personnel files with Vacation leave computation on a quarterly basis;
- Provide advice to Teachers Financial Services Unit , Chairman/Bursar of excess leave for academic year and provides advice to Teachers on vacation and other leave and date of resumption;
- Manages records of all application for leave including casual, sick, vacation, secondment , resumption of duties and resignation;
- Records and processes all incoming and outgoing correspondence for leave;
- Prepares/issues letters to schools, chairman/Bursar and Teachers Financial Services advising of approval of leave;
- Provides advice to employees on Employee Benefits and Union Agreements with the provision of the Staff Orders;
- Maintains an updated Service Records for each teacher employed
- Processes and submits applications for the enrolment on Health Insurance Schemes and forwards dedication and authorization forms to insurance provider
- Processes and maintains records of applications for Duty Concession/Motor Vehicle revolving loan; ensuring all particular documents are received prior to submission for approval;
- Prepares and administer bonding documents and ensures that they are signed by all guarantors and teachers granted Study Leave;

- Prepares and checks completed Loan Agreement Forms for all Teachers granted Study Leave;
- Advices the bonding Section of teachers who fail to serve their bonding periods;
- Checks and prepares claims submitted for Locum Tenens;
- Prepares annual performance reports and work plan;
- Prepares leave reports for submission to Director Human Resource Management
- Prepares correspondence for the implementation and adjustment of salary related matters for academic and non-academic staff.

Other

- Performs Any other related duties that may be assigned from time to time

Performance Standards:

- Leave applications and salary in lieu of leave are processed and teachers and chairman/Bursar informed in a timely manner;
- Service records are current and accurate and are created and updated on an on-going basis;
- Employment Cards bears the correct information and are created in a timely manner;
- Leave cards maintained in accordance with the established rules and procedures within agreed timeframe;
- Leave requests processed and teachers advised in a timely manner;
- Applications for enrolment on the Health Insurance Schemes are submitted in a timely manner;
- Follow-up on health insurance applications is on-going and cards distributed in a timely manner;
- Advice to Teachers Financial Services Unit re leave applications is accurate and timely;
- Confidentiality of information is maintained.
- Monitoring and audit instruments developed Leave computation prepared and updated in accordance with the establishment rules and procedures.
- Teachers received approval letters on a timely basis.
- Annual Performance report and Individual Work Plan prepared in accordance with agreed format and within specified time frame
- Staff is kept abreast of Circular from the Ministry of Finance and the Public Service in a timely manner.

Internal and External Contacts (specify purpose of significant contacts:

Internal Contacts

Contact (Title)	Purpose of Communication
Teachers	To obtain and provide information
Teachers Financial Services Unit	To obtain information re leave of absence card
Bursars	To obtain and provide information

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

Contact (Title)	Purpose of Communication
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Ministry of Finance & Public Service	To provide/receive information on Motor Vehicle, Computer, Miscellaneous and Tertiary Loans & duty Concession
Accountant General's Department	To provide /receive information on Salary Advance & Motor Vehicle Insurance
Health Insurance Providers	To obtain information re: health plan & application

Required Competencies:

Core:

- Good interpersonal, verbal and written communication skills
- Excellent customer service skills
- Attention to detail
- 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 Education 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
- Sound knowledge of leave computation
- Knowledge of office practices, procedure and records management
- Knowledge of Union Agreements

Minimum Required Education and Experience:

- Associates Degree in Public Administration, Management or related Social Science discipline with at least two (2) years working experience in a responsible administrative/ Human Resources position
- OR**
- Diploma in Public Administration, Management or Business Administration from a recognized institution with at least four (4) years working experience in a responsible administrative/Human Resources position

Authority To:

- Access confidential files
- deduct absence from available leave where the attendance register is unsigned
- issue letters to Chairman/Principals/Staff regarding leave matters

Specific Conditions associated with the job:

- Normal office environment