



Ministry of
Education & Youth

CAREER OPPORTUNITIES

JOB TITLE : ASSISTANT CHIEF EDUCATION OFFICER (GMG/EO 4) - MONITORING & EVALUATION (VACANT)
PLANNING AND DEVELOPMENT DIVISION

JOB PURPOSE:

Under the general direction of the Deputy Chief Education Officer, the ACEO is expected to plan, direct, coordinate and participate in the monitoring and evaluation of national educational policies, programmes/projects and key initiatives of the Ministry of Education & Youth, in keeping with the established policy directives, Ministry strategic goals and objectives. The incumbent is also required to evaluate risks and to develop and implement risk mitigation strategies.

REQUIRED EDUCATION AND EXPERIENCE:

- Masters Degree in Education or the Social Sciences or equivalent qualifications
- Training in monitoring and evaluation methodologies
- Teacher Training Diploma
- Ten (10) years' experience in the education sector with at least five years at a managerial level and five years in research and evaluation, including quantitative and qualitative data analysis

REMUNERATION PACKAGE:

\$11,175,811.00 - \$14,305,983.00 per annum (GMG/EO 4) Salary Scale, Pay Band 11 of the Education Officers' Salary Scale





Ministry of
Education & Youth

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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 & YOUTH
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION (proposed)**

| | |
|---------------------|--|
| JOB TITLE: | Assistant Chief Education Officer- Monitoring & Evaluation |
| JOB GRADE: | (GMG/EO 4) |
| POST NUMBER: | |
| DIVISION: | Policy & Planning Services |
| BRANCH: | Monitoring & Evaluation |
| REPORTS TO: | Deputy Chief Education Officer |
| MANAGES: | Senior Education Officers x 3 Administrative Assistant |

Strategic Objectives of the Division (in which the position is located):

The objective of this Division is to provide the strategic planning, policy making and education development framework for the education sector by; establishing a sector wide approach to education planning; leading strategic and business planning processes; managing and analysing key education sector data to support management decision-making; developing plans and measures to achieve more efficient output from the education sector; providing the necessary statistical, analysis, consultation and other tools to support good policy making.

Job Purpose:

Under the general direction of the Deputy Chief Education Officer, the ACEO is expected to plan, direct, coordinate and participate in the monitoring and evaluation of national educational policies, programmes/projects and key initiatives of the Ministry of Education & Youth, in keeping with the established policy directives, Ministry strategic goals and objectives. The incumbent is also required to evaluate risks and to develop and implement risk mitigation strategies.

Key Outputs:

- Annual Work, Operational Plans and budget prepared
- Monitoring & evaluation system & activities developed/implemented/managed

- Sound advice provided
- Reports and presentations on findings and recommendations prepared and delivered
- Feedback to programme managers in respect of the evaluation of projects provided
- Evaluation proposals, profiles and instruments developed
- Technical advice/assistance and information provided
- Monitoring and Evaluation consultants managed
- Meetings, conferences, seminars, workshops, etc. on various aspects of monitoring and evaluation attended/hosted/chaired
- Process and system improvements developed, implemented and communicated
- Staff goals and objectives established and communicated
- Systems and procedures for the Branch documented and disseminated
- Risk mitigation strategies developed
- Staff training and development undertaken, and welfare needs addressed
- Staff Performance appraisal conducted

Key Responsibility Areas:

Technical/ Professional Responsibilities:

- Designs, plans, organizes and conducts or directs monitoring and evaluation activities as determined by the annual work programme, including reforms being implemented. This Includes:
 - Ensuring that critical targets of the Ministry are being monitored
 - Collaborates with relevant Officers during the design phase in order to ensure appropriate M & E methodologies are being utilized for the reports
- Serves as advisor to the Deputy Chief Education Officer (DCEO) on matters relating to the Branch;
- Prepares reports on monitoring and evaluation results for submission to Ministry executives, the political directorate and/or programme managers; and where necessary, delivers presentations on the reports;
- Provides technical advice to Programme Managers based on findings from completed evaluations.
- Develops evaluation proposals, profiles and instruments required for the Ministry's programme;
- Collaborates with the ICT Division and the DCEO, Education Policy & Research and the Data Management & Statistics Branches to define databases to support programme monitoring and evaluation activities;
- Provides technical advice/assistance on monitoring and evaluation techniques and activities to all stakeholders both local and international funding Agencies;
- Assesses and reviews risks associated with monitoring and evaluation and develop risk mitigation strategies;
- Collaborates and provides technical input in the planning of educational projects to ensure that adequate monitoring and evaluation activities are included;
- Manages a comprehensive Records Management System to aid proper filing and security of files and the ease of access of all files and documents;

- Performs other related duties assigned by the DCEO.

Management/Administrative Responsibilities:

- Prepares and manages the Branch's Annual Budget, Operational & Work Plans and monitors the allocation and expenditure of funds;
- Develops monitoring and evaluation systems, including annual work programmes for the Division, based on the Ministry's Annual Plan and Corporate Plan. This includes the collection, analysis and interpretation of data and the preparation of related reports;
- Participates in the preparation of the Corporate and action plans for the Division;
- Prepares management reports on activities undertaken by the Branch;
- Develops reviews and revises policies and procedures for the Branch;
- Coordinates the Branch's activities with those of other Branches within the Policy and Planning Division;
- Assesses, at intervals, the efficiency and effectiveness of the Monitoring and Evaluation Branch; develops, implements, and communicates process improvements;
- Attends/ hosts/ chairs meetings, conferences, seminars, workshops, etc. relating to various aspects of monitoring and evaluation;
- Leads, prioritises and manages the day-to-day operation of staff to ensure the effective management of operations and that goals and objectives are being met;
- Ensures adherence to standard operating procedures and policies to maximize efficiency and work quality;
- Builds and maintains professional relationships with external and internal clients of the Ministry;
- Reviews best practices and recommends strategies that will improve the inventory maintenance function;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that staff is aware and adheres to the policies, procedures and regulations of the Ministry of Education, Youth and Information;
- Identifies development programmes and makes recommendation for staff to attend such programmes;
- Ensures that the necessary tools, equipment and furniture is identified and provided for productive work;
- Prepares monthly and annual reports.

HR Responsibilities:

- Develops and manages the performance of staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge by ensuring that established systems and procedures

are documented and disseminated;

- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends disciplinary action in keeping with established human resource policies;
- Conducts monthly and other ad hoc staff meetings as required;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Human Resource Management Branch in developing and implementing a succession planning programme to ensure continuity of skills and competencies of staff and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promote collaborative working relations;
- Conducts performance appraisals of staff supervised for required purpose and at required intervals.

Performance Standards:

- Annual Budget, Work and Operational Plans assisted effectively and timely prepared;
- Advice given to the DCEO is sound and able to inform the decision-making process;
- Monitoring and evaluation systems are established and communicated in a timely manner;
- A monitoring and evaluation activities undertaken by the Branch are completed in accordance with the established schedule, standards and methodology and can withstand scrutiny;
- Timely and adequate feedback is provided to programme managers in respect of their projects;
- Developed evaluation proposals, profiles and instruments are useful and comprehensive;
- Sound technical advice/assistance and information are given to stakeholders on monitoring and evaluation techniques and activities;
- Monitoring and evaluation consultants are effectively managed as evidenced by their quantity and quality of output;
- Evaluations conducted for stakeholders are completed by their deadlines and can stand up to scrutiny;
- Meetings, conferences, seminars, workshops, etc. are attended/hosted/chaired as required;
- Budgets, reports, and work plans for the Branch are prepared in a timely manner and conform to requirements;
- Process improvements are developed, implemented and communicated in a timely manner and are practical;
- Staff goals and objectives are established and communicated in a timely manner;
- Staff training, development and welfare are undertaken in a timely manner and produce the intended results;
- Systems and procedures established for the Branch are fully documented and disseminated in a timely manner;

- Recommendations for staff recruitment, selection and movement are justifiable;
- Recommended disciplinary action is timely and is in line with human resource policies;
- A productive, harmonious and collaborative working environment is achieved and maintained;
- Comprehensive periodic and special reports are prepared and submitted in a timely manner and according to required format;
- Record-keeping and administrative systems are established and maintained that ensures the efficient and effective delivery of services, confidentiality, easy retrieval, safe custody and an audit trail;
- Physical resources needed by staff are provided within a reasonable timeframe;
- High ethical standards are maintained;
- Performance Appraisals of staff are conducted and submitted within the stipulated timeframe and format.

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 |
|----------------------------------|---|
| Divisional Unit Heads | Providing/obtaining information in respect of the Unit's monitoring and evaluation activities |
| Regional Offices of the Ministry | Disseminate and receive information in respect of the Unit's monitoring and evaluation activities |
| Corporate Services Division | Obtaining advice and assistance on human resource management issues |

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

| Contact (Title) | Purpose of Communication |
|--|--|
| Local and International Funding Agencies | Providing/obtaining information in respect of the Unit's |
| Government Ministries/Agencies | Providing/obtaining information in respect of the Unit's |
| Multinational organizations | Providing/obtaining information in respect of the Unit's |
| Educational Institutions | Providing/obtaining information in respect of the Unit's Monitoring and evaluation activities |
| Local and International Consultants | Assigning, reviewing and approving work performed |

Required Competencies:

Core:

- Sound leadership, decision-making and problem solving skills

- Excellent research and analytical skills and good judgement exercised
- Excellent planning and organizing skills
- Attention to detail
- Excellent oral and written communication skills
- Excellent public speaking and presentation skills
- Excellent coaching and human relations skills
- Excellent skills in teamwork and cooperation

Technical:

- Sound knowledge of project/programme monitoring and evaluation methodologies inclusive of the attendant political and ethical issue
- In depth understanding of the Jamaica education system
- Sound knowledge of publications, reports and manuals that are relevant to the work of the Unit
- Sound knowledge of technical report writing
- Sound knowledge of the Statistical Package for Social Sciences (SPSS) software, relevant database management software, the MS Office Suite and the internet
- Knowledge of electronic monitoring and evaluation systems
- Good knowledge of Government regulations and procedures

Minimum Required Education and Experience:

- Masters Degree in Education or the Social Sciences or equivalent qualifications
- Training in monitoring and evaluation methodologies
- Teacher Training Diploma
- Ten (10) years' experience in the education sector with at least five years at a managerial level and five years in research and evaluation, including quantitative and qualitative data analysis

Authority To:

- Approve expenditure within agreed limits
- Recommend project successes or best practices which could be replicated/ instituted throughout the education system
- Recommend corrective measures, interventions or policy change based on monitoring/evaluation results
- Recommend the hiring or termination of consultants in accordance with the contractual arrangements
- Approve departmental and sick leave
- Recommend vacation leave

- Access confidential information

Specific Conditions Associated with the Job:

- Normal working conditions
- May be required to work beyond normal hours in order to meet deadlines
- Required to possess a valid Driver's Licence and a reliable motor vehicle.
- Required to travel Island-wide to Schools and educational institutions to collect data
- Required to travel internationally to conference/meetings/workshops