



Ministry of
Education, Skills,
Youth & Information

ICO 25-92



CAREER OPPORTUNITY

JOB TITLE : **EDUCATION OFFICER - COMMUNITY RELATIONS (GMC/EO 2),
KINGSTON REGIONAL OFFICER, REGION 1**

JOB PURPOSE

Under the general supervision of the Regional Director, the Community Relations Education Officer contributes to improving the quality of education in the Region through the provision of Education Support and Community Relations services.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Education/ Educational Administration or related discipline with three years' (3) teaching experience in a supervisory position;
- Training in Mass Communications would be an asset;
- Training in Mediation / Conflict Management would be an asset.

REMUNERATION PACKAGE:

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





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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 TUESDAY, JUNE 24, 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

JOB TITLE:	Community Relations Education Officer
JOB GRADE:	GMG/EO 2
POST NUMBER:	
DIVISION:	Division of School Services /Office of the CEO
BRANCH:	Regional Office
REPORTS TO:	Regional Director
MANAGES:	N/A

Strategic Objectives of the Division of School Services:

To provide strategic, professional, leadership, advice and direction to ensure the achievement of student learning and the development of the nation's human resources. The strategic objectives of the Division of School Services is to focus on enhancing the educational experience by ensuring access to quality education for all students, improving school environment, maximize parental involvement and strengthening partnership within the education system.

Job Purpose

Under the general supervision of the Regional Director, the Community Relations Education Officer contributes to improving the quality of education in the Region through the provision of Education Support and Community Relations services.

Key Outputs:

- Community Relations Work Plans prepared.
- Best Practices in community relations identified and shared.
- School/Community Relations Programmes implemented.
- Database of Stakeholder Partnerships maintained.
- Community based educational activities organised.
- Monthly Reports prepared.

- Stakeholders mobilised for Regional activities
- Stakeholders' identified and categorised by influence, interest, authority
- Exhibitions organised and mounted at regional, community and for school based activities
- Strategies for crisis communication and management developed
- Strategies for troubleshooting developed and implemented
- Data gathered and managed to inform planning and decision making

Key Responsibility Areas:

Technical / Professional Responsibilities

- Plans, organizes, and implements the School/Community Outreach Programme of the Ministry within the Region within the ambit of the Education Act, attendant Regulations and the policies and policy priorities of the Ministry of Education Youth and Information.
- Manages Public Relations and Communications activities in the Region by:
 - Forging partnerships with the private sector ,service clubs etc, to obtain sponsorship for the schools' welfare programmes
 - Mobilizing assistance from private sector and other community based organisations and individuals for schools where necessary;
 - networking with various stakeholders to obtain support for the schools' programmes and activities
 - advocating for and marketing the extra - curricular activities for the school to gain community acceptance
 - Planning events, in the Region and liaising with the Media to promote /communicate the events for broadcasting/ publication
 - Responding to basic media queries and re-directing more complex queries to the Corporate Communications Division.
- Evaluates schools' community relations against established standards.
- Assists schools in maintaining stable industrial relations climate through the use of mediation and conflict resolution strategies.
- Identifies and communicates s best practices in community relation to all key stakeholders
- Collaborates with the Education Officers to ensure that all schools in the Region have Action Plans relating to school/community relations.
- Supports schools in planning, implementing and monitoring school improvement plans incorporating community relations.
- Plans and implements exhibitions, in collaboration with other Education Officers, to showcase the activities of schools and the work of the Region
- Strengthens the schools' relationships with school based organisations such as Parent/Teacher Associations Past Students Associations, and any Service Clubs.

- Liaises with community groups such as the JCDC, SDC, 4 H Clubs and stakeholder committees in order to coordinate community based educational activities, such as Parent Education, Parent Month, Incentive Awards, Jamaica Day and Education Week.
- Collaborates with schools in establishing Parent/ Teachers Associations where required.
- Updates and maintains the database on Stakeholder Partnership activities in the Region and also the resources that are realized from the community.
- Participates in programmes to deal with matters such as poor attendance, absenteeism and parent education in the Region.
- Coordinates incentive programmes such as the Lasco Teacher of the Year, and the JTC Excellent Teachers Awards
- Devises strategies and develops programmes to address socio-educational issues impacting attendance, absenteeism and parent education in the Region.
- Plans and directs Parenting Activities at the Regional level.
- Leads the planning and execution of the Region's Annual Back to School Conferences and all other conferences hosted by the Regional Office
- Conducts research and crafts appropriate messages and speeches for the Deputy Chief Education Officer, Regional Education Services Attends functions and other speaking engagements on behalf of the DCEO, Regional Education Services
- Provides supervisory support to at least three schools assigned by the DCEO, Regional Education Services
- Works with the convenors of QECs to mobilise stakeholder participation in activities of the QECs and, from time to time, makes appropriate presentations to the QECs

Management / Administrative Responsibilities

- Contributes to Operational Plan of the Region
- Represents the Ministry at conferences, meetings and civic events in the Region.
- Submits monthly status reports to the Regional Director

Other

- Performs other related duties as required by the Regional Director from time to time;

Performance Standards:

- Comprehensive School/Community Relations Action Plans developed in a timely manner.
- Best Practices identified and consistently disseminated throughout the school community.
- Community based educational activities effectively organised.
- Community relations programmes /activities result in improvements in the quality of education in the

Region.

- Stakeholder Partnerships forged and maintained to ensure positive support.
- Comprehensive monthly reports prepared and submitted within agreed timeframe.

Internal and External Contacts (specify purpose of significant contacts:

Contacts Internal to the organisation:

Contact (Title)	Purpose of Communication
Education Officers- Secondary and Primary Supervision	Collaborate to plan and implement Communication/PR programmes in schools.

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

Contact (Title)	Purpose of Communication
Board Chairmen, Principals and Teachers	To develop Community Relations Plans.
Parent/Teachers Associations, Past Students Associations	To strengthen relationships to benefit schools.
Ministry of Education and its Agencies	To provide/request information
The Public	Collaboration and to provide information
Community based organisations	To coordinate community based activities.

Required Competencies:

Core

- Excellent communication, social and collaborative skills
- Excellent planning, organizing and time management skills
- Ability to motivate others and be a strategic thinker
- Excellent research and analytical skills
- Good interpersonal and conflict management skills.
- Ability to maintain confidentiality and integrity in matters of a sensitive nature;
- Ability to exercise professionalism, tact, sensitivity and discretion in dealing with people
- Ability to determine priorities and schedule and structure tasks in order to meet deadlines
- Ability to work independently without close supervision
- Attention to detail

Technical

- Knowledge of the Policies, Procedures, Regulations of the MOESY&I
- Sound knowledge of the Education Act and Regulations
- Knowledge of the social, cultural and economic environment of schools in the Region

Minimum Required Education and Experience

- Bachelor's Degree in Education/ Educational Administration or related discipline with three years' (3) teaching experience in a supervisory position
- Training in Mass Communications would be an asset.
- Training in Mediation / Conflict Management would be an asset

Authority to:

- To represent the Region/ Ministry at public functions.
- To mobilize assistance from private sector and other sources for schools in the Region.
- To expend the allotted budget in accordance with stipulated guidelines.

Specific Conditions associated with the job:

- Normal Office environment
- May be required to work beyond and outside normal working hours
- Required to possess a valid Driver's License and a reliable motor vehicle.
- Required to travel extensively within the Region.