



Ministry of  
Education, Skills,  
Youth & Information

## CAREER OPPORTUNITY

### EDUCATION OFFICER (GMG/EO 2) - VACANT PROGRAMME MONITORING & EVALUATION BRANCH PLANNING & DEVELOPMENT DIVISION

#### JOB TITLE :

To collect, collate, analyze, and report on data relating to various educational programmes/projects and policies of the Ministry of Education, Youth & Information under the guidance and direction of the Senior Education Officer, and in accordance with the established work programme.

#### REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Education or the Social Sciences or equivalent qualifications
- Teacher Training Certificate/Diploma
- Training in research and/or assessment methods and evaluation techniques
- Five (5) years teaching experience

#### REMUNERATION PACKAGE:

Salary Scale: \$9,172,508.00 to \$11,741,586.00 per annum  
GMG/EO 2 Salary Scale, Pay Band 10





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CO 25-143

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 FRIDAY, NOVEMBER 7, 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, YOUTH & INFORMATION**  
**CENTRAL MINISTRY**  
**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Education Officer
<b>JOB GRADE:</b>	GMG EO 2
<b>POST NUMBER:</b>	
<b>DIVISION :</b>	Planning & Development
<b>SECTION/UNIT:</b>	Programme Monitoring & Evaluation Section
<b>REPORTS TO:</b>	ACEO
<b>MANAGES:</b>	N/A

**Job Purpose**

To collect, collate, analyze, and report on data relating to various educational programmes/projects and policies of the Ministry of Education, Youth & Information under the guidance and direction of the Senior Education Officer, and in accordance with the established work programme.

**Key Outputs:**

- Contributions made to the design of monitoring and evaluation systems for the education sector
- Contributions made to the design of monitoring and evaluation activities
- Monitoring and evaluation activities performed or supervised
- Training workshops organized and conducted for external data collectors
- National examination data maintained, analyzed and reported
- Data management applications developed and maintained
- Evaluation proposals and budgets prepared
- Contracts and terms of references prepared re the engagement of external data collectors
- Technical advice/assistance given to stakeholders on monitoring and evaluation techniques and activities
- Reports on activities prepared
- Files maintained

## **Key Responsibility Areas:**

### **Technical / Professional Responsibilities**

- Contributes to the design of monitoring and evaluation systems for the education sector:
  - designs, tests, and if necessary, revises the monitoring and evaluation framework for the education system
  - develops annual monitoring and evaluation plans
- Contributes to the design of monitoring and evaluation activities for various educational programmes/projects and policies of the Ministry, including:
  - School Inspections
  - Quality Education Circles
  - Alternative Secondary Transition Education Programme
  - Critical Incidents in Schools
  - Competency Based Transition Policy
  - Compulsory Education Policy
- Performs or supervises monitoring and evaluation activities in accordance with the Unit's established work programme:
  - develops, tests, and if necessary, revises data collection instruments
  - coordinates the distribution and collection of data collection instruments
  - interviews stakeholders in order to obtain data
  - supervises data collectors in the field
  - supervises data entry activities
  - analyses data using relevant qualitative and quantitative data analysis packages, including the Statistical Package for Social Sciences (SPSS)
  - prepares written reports and power point presentations on findings and recommendations
  - makes presentations on findings/recommendations to Ministry executives, the political doctorate, schools, project managers, funding agency representatives and other stakeholders, as required.
- Organizes and conducts training workshops for external data collectors.
- Develops and maintains a data warehouse for national examination data; analyses the data and produces reports as required
- Develops and maintains data management applications for monitoring and tracking student performance.
- Prepares evaluation proposals and budgets with inputs from project managers and other key stakeholders.
- Prepares contracts and terms of references to facilitate the engagement of external data collectors, and participates in the interviewing and selection process.
- Participates in the planning of educational programmes/projects to ensure that adequate monitoring and evaluation activities are included.
- Provides technical advice/assistance on monitoring and evaluation techniques and activities to relevant Officers.
- Interfaces with foreign and local monitoring/evaluation consultants as required.
- Assists with the conduct of evaluation training workshops for education officers.
- Attends monitoring and evaluation conferences, seminars and workshops as required.

## **Administrative Responsibilities**

- Prepares reports on activities at required intervals.
- Maintains relevant computerized and manual files on work performed.

## **Other**

- Performs other related functions assigned from time to time by the Senior Education Officer.

## **Performance Standards:**

- Contributions made to the design of monitoring and evaluation systems result in its conformance with established standards
- Useful contributions are made to the design of monitoring and evaluation activities
- Monitoring and evaluation activities are efficiently and effectively performed/supervised
- Training workshops for external data collectors are well organized and achieve their objective
- National examination data is accurately maintained and analyzed and related reports are produced in the required format by the set deadlines
- Developed data management applications are capable of producing the desired information in a timely manner
- Evaluation proposals and budgets are prepared in a timely manner and conform to the required format
- Contracts and terms of references are prepared in keeping with the established format and guidelines and are free from errors
- Sound technical advice/assistance is given to stakeholders on monitoring and evaluation techniques and activities
- Reports on activities carried out are timely and accurate
- Files maintained are secure, well organized and up-to-date
- Harmonious relations are maintained with internal and external contacts

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

### **Contacts within the organisation required for the achievement of the position objectives**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
All Ministry of Education, Youth & Information Divisions/ Units/Agencies	Obtaining/providing data in respect of monitoring and evaluation activities

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Government Ministries/Agencies	Obtaining/providing data in respect of monitoring and evaluation activities
Educational Institutions	Obtaining/providing data in respect of monitoring and evaluation activities
Regional and International Organizations in the Education Arena	Obtaining/providing data in respect of monitoring and evaluation activities
International Funding Agencies	Obtaining/providing data in respect of monitoring and evaluation activities

## **Required Competencies:**

### **Core**

- Excellent ability to analyse, interpret and synthesize data
- Good oral and written communication skills
- Good interpersonal skills
- Ability to work on own initiative
- Ability to demonstrate a high level of professionalism and confidentiality
- Detail oriented
- Ability to work as part of a team

### **Technical**

- Sound knowledge of project/programme monitoring and evaluation inclusive of the attendant political and ethical issues
- Sound knowledge of the Jamaican education system
- Sound knowledge of publications, reports and manuals that are relevant to the work of the Unit
- Sound knowledge of the Statistical Package for Social Sciences (SPSS) software, relevant database management software, the MS Office Suite and the Internet
- Good knowledge of technical report writing
- Good knowledge of Government regulations and procedures

## **Minimum Required Education and Experience**

- Bachelor's Degree in Education or the Social Sciences or equivalent qualifications
- Teacher Training Certificate/Diploma
- Training in research and/or assessment methods and evaluation techniques
- Five (5) years teaching experience

### **Authority:**

- To supervise data collection and data entry activities being performed by contracted personnel
- To determine if a programme/project is ready to be evaluated

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

- Travel to meetings/workshops and to schools/educational institutions to gather data or to review work being done in the field
- May be required to work beyond normal working hours in order to meet deadlines
- Required to have a valid Driver's Licence and a reliable motor vehicle.