



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY RE-ADVERTISEMENT

SENIOR PROJECT ECONOMIST (SOG/ST 6) - VACANT EDUCATION PLANNING SECTION PLANNING & DEVELOPMENT DIVISION

JOB TITLE :

To undertake financial and economic analyses, and estimates of expenditure for educational plans, projects and programmes, and prepares estimates of expenditure or other financial data for the Ministry and its Divisions/Units as well as for local and international agencies.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Education or the Social Sciences with an Economics major or equivalent qualifications
- Teacher in Economic Analysis
- Training in Economic Analysis
- Five (5) years' experience in the fields of economics and finance

REMUNERATION PACKAGE:

Salary Scale: \$5,198,035.00 to \$6,990,779.00 per annum
Pay Band 9





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CO 25-147

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 THURSDAY, DECEMBER 11, 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.

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HUMAN RESOURCES
MANAGEMENT



MINISTRY OF EDUCATION, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION (Present)

JOB TITLE:	Senior Project Economist
JOB GRADE:	SOG/ST6
POST NUMBER:	
DIVISION :	Planning & Development
SECTION/UNIT:	Educational Planning Unit
REPORTS TO:	ACEO Educational Planning
MANAGES:	N/A

Job Purpose

To undertake financial and economic analyses, and estimates of expenditure for educational plans, projects and programmes, and prepares estimates of expenditure or other financial data for the Ministry and its Divisions/Units as well as for local and international agencies.

Key Outputs:

- Education system financial trends identified and reports prepared
- Budget analyses completed
- Financial details and data prepared for units and divisions within the Ministry and for local and international agencies
- World Education Indicators (WEI) Reports completed
- Actual and projected costs of educational plans, programmes and project proposals prepared
- Unit and Divisional budgets prepared
- Reports on activities prepared

Key Responsibility Areas:

Technical / Professional Responsibilities

- Analyses present and past budgets, national and international cost indicators and population data in relation to the education system framework in order to identify and report on trends.
- Prepares analyses of the educational budget to be included in the following annual Government publications:
 - Education Statistics and Educational Digest
 - Economic and Social Survey of Jamaica
- Analyses the relationship between the Education Budget and economic and financial indicators/data, such as, the Gross National and Domestic Products, the National Budget, total recurrent and capital expenditures and the inflation rate.
- Prepares financial details and data for units and Divisions within the Ministry; for local agencies such as the Planning Institute of Jamaica; and for international agencies, including funding agencies, such as the World Bank, and Inter-American Development Bank.
- Collects data on private educational expenditure, by households and firms, from colleges, universities and other educational institutions in order to complete UNESCO/UIS World Education Indicators (WEI) Reports.
- Prepares the actual and projected costs of all educational plans, programmes and project proposals for submission to local and international funding agencies.
- Acts as the local counterpart to Consultants/Economists from international funding agencies in the appraisal of projects.
- Collaborates with Economists in other agencies, such as STATIN and the PIOJ to obtain up-to-date information on the Jamaican economy,
- Prepares the annual budget for the Division

Administrative Responsibilities

- Prepares reports at required intervals.

Other

- Performs other related functions assigned from time to time.

Performance Standards:

- Financial trends in the education system are accurately identified and reported
- Budget analyses are accurate and reliable and completed by the set deadlines
- Financial details and data prepared for units and divisions within the Ministry and for local and international agencies utilizing established guidelines and within the given timelines
- World Education Indicators (WEI) Reports are accurately completed and submitted on a timely basis
- Actual and projected costs of educational plans, programmes and project proposals are accurately prepared
- Unit and Divisional budgets are prepared accurately and on time

- Reports on activities carried out are accurate and timely.
- 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

Contact (Title)	Purpose of Communication
All Ministry of Education, Youth & Information Divisions/ Units/Agencies	Obtaining/providing financial information
Regional Offices of the Ministry	Obtaining financial information

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

Contact (Title)	Purpose of Communication
Government Ministries/Agencies	Obtaining financial information
Multinational and International Organizations	Obtaining/providing financial information
Local and International Funding Agencies	Providing financial information
Educational Institutions	Obtaining/providing financial information
Private Sector Organizations	Obtaining/providing financial information

Required Competencies:

Core

- Excellent analytical skills
- 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 budgeting
- Sound knowledge of economic and financial analyses
- Sound knowledge and understanding of the Jamaican economy and education system
- Sound knowledge of publications and manuals that are relevant to the work being done
- Sound knowledge of relevant financial and economic analysis software, the MS Office Suite and the Internet
- In-depth knowledge of Government regulations and procedures

Minimum Required Education and Experience

- Bachelor's Degree in Education or the Social Sciences with an Economics major or equivalent qualifications
- Teacher in Economic Analysis
- Training in in Economic Analysis
- Five (5) years' experience in the fields of economics and finance

Authority:

- To recommend the design and format of data collection instruments that will reduce data duplication
- To recommend standard reports and tables that could be used for data collation and reporting

Specific Conditions Associated with the Job

- Travel to local and international conferences/meetings as required
- Travel to regional offices in respect of data collection activities
- Required to possess a valid Driver's License and a reliable motor vehicle.