



Ministry of
Education, Skills,
Youth & Information

ICO 26-17



CAREER OPPORTUNITY

DIRECTOR, SCHOOLS PERSONNEL AND ADMINISTRATIVE SERVICES (GMG/SEG 3) - VACANT

JOB TITLE :

SCHOOLS PERSONNEL AND ADMINISTRATION SERVICES HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION

Under the general direction of the Senior Director, Human Resource Management and Administration, the incumbent coordinates and monitors the provision of personnel and administrative services to all categories of staff in public educational institutions, so as to ensure the efficient, effective and timely delivery of services and adherence to the regulations, guidelines and policies relating to the management of schools and conditions of service.

REQUIRED EDUCATION AND EXPERIENCE

- Masters' Degree in Human Resource Management/ Public Administration or Management Studies
- Minimum of five (5) years related working experience of which at least three (3) years should be in an educational environment
- Training in Supervisory Management

OR

- Bachelor's Degree in Human Resource Management/Public Administration/Management Studies
- Seven (7) years related working experience, of which at least three (3) should be in an educational environment
- Training in Supervisory Management

REMUNERATION PACKAGE:

Salary Scale: \$5,198,035 to \$6,990,779 per annum
Pay Band 9





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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 65883 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, FEBRUARY 20, 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
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION (Present)

JOB TITLE:	Director, Schools Personnel and Administrative Services
JOB GRADE:	GMG/SEG 3
POST NUMBER:	6201
DIVISION:	Human Resource Management and Administration
SECTION/UNIT:	Schools Personnel and Administration Services
REPORTS TO:	Senior Director, Human Resource Management and Administration
MANAGES :	1 Administrator GMG/AM 4 1 OPS/SS 3

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Job Purpose

Under the general direction of the Senior Director, Human Resource Management and Administration, the incumbent coordinates and monitors the provision of personnel and administrative services to all categories of staff in public educational institutions, so as to ensure the efficient, effective and timely delivery of services and adherence to the regulations, guidelines and policies relating to the management of schools and conditions of service.

Key Outputs:

- Annual Work Plan and Budget developed/implemented/monitored
- Education Act and Regulations interpreted and communicated
- Guidelines to Education Act and Regulations developed and communicated
- Advice and guidance provided to Regional Offices and senior managers of the Ministry
- Systems, processes and procedures developed/implemented
- Access to employee benefits coordinated/managed
- Documents, files and records maintained
- Performance of staff managed and appraised
- Reports prepared and submitted

Key Responsibility Areas:

Technical / Professional Responsibilities

- Coordinates and monitors the implementation of personnel and administrative services to all categories of staff in public educational institutions by:
 - Interpreting policies , provisions of the Education Act and Regulations for academic staff and Terms and Conditions of employment for non-academic staff, translating them into operational guidelines and ensuring they are communicated to Regional Offices
 - Managing and coordinating the programme for bonding of schools personnel
 - Ensuring that a system for the efficient administration of pension benefits is developed, implemented and maintained
 - Developing and coordinating the implementation of an efficient system for the administration of motor vehicle and study loan portfolios for academic and/or non- teaching personnel including the maintenance of accurate records.
 - Managing and coordinating the revision of handbooks and other documentation to enhance efficiencies of the schools' personnel processes
 - Evaluating requests for the implementation/reclassification of non-academic posts in schools
 - Evaluating the qualifications obtained by the non-academic staff to determine whether or not additional remuneration should be accorded
 - Monitoring the process of reclassification of public educational institutions
 - Facilitating and fostering the maintenance of good relations between the Ministry and School Boards
 - Participating in and/or leading negotiations with Trade Unions/other employee organisations regarding employees' terms and conditions of employment
 - Preparing or assisting in the preparation of briefs to inform negotiations regarding conditions of service
 - Providing advice/guidance to the senior officers of the Ministry on schools' personnel matters.

Management/Administrative Responsibilities

- Manages the preparation of the Section's Annual Budget and monitors expenditure to ensure that it is within the prescribed limits
- Develops, implements and monitors the Section's Annual Work Plan
- Ensures the Section's documents, files and records are maintained in accordance with established policies and regulatory guidelines, to facilitate easy retrieval, safe custody and an audit trail.
- Monitors the preparation of, reviews and submits the Section's monthly and quarterly reports

HR Responsibilities

1. Develops and manages the performance of the Division/Section/Unit and its 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;
2. Promotes the building of institutional knowledge for the Division/ Section//Unit by ensuring that established systems and procedures are documented and disseminated;
3. Participates in the recruitment and selection of staff, and recommends movement when appropriate
4. Recommends vacation leave and approves sick and departmental leave for staff in the Division/Section/Unit, and participates in the administration of staff benefits in keeping with established human resource policies;
5. Recommends/ administers disciplinary action in keeping with established human resource policies;
6. Conducts monthly and other ad hoc staff meetings as required
7. Ensures staff adheres to the policies and procedures of the Ministry and the Division;
8. Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
9. Collaborates with the Human Resource Management Branch in developing and implementing a succession planning programme to ensure continuity of skills and competencies in the Division/Section/Unit ,and personal development and career advancement of employees;
10. Fosters teamwork, a harmonious working environment and promotes collaborative working relations
11. Conducts performance appraisals of staff supervised for required purpose and at required intervals

Performance Standards:

- Interpretation of Acts, Regulations and Guidelines, and advice and guidance given, are sound and based on thorough analysis of all relevant information.
- Regulations and guidelines are communicated to Regional Offices and throughout the educational system in a timely manner.
- Effective systems, processes and procedures are in place to ensure the efficient and timely delivery of personnel and administrative services.
- Unit's Annual Work Plans are developed, implemented and monitored
- Unit's Annual Budgets developed and monitored to ensure expenditure is consistent with approved budget
- Training and development needs of staff in the Unit are identified and acted upon

- Staff exhibits satisfactory levels of productivity
- Performance objectives for all staff in the Unit are established; appraisal is conducted in a timely manner; and is consistent with the objectives of PMAS
- Reports are thorough and prepared and submitted in a timely manner
- Accurate and complete records of the administration of the Unit are maintained

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

Internal Contacts

Contact (Title)	Purpose of Communication
Principal Finance Officer; Director of Budget, Director of Accounts	To provide or receive financial information
Director of Human Resource Management	To obtain guidance/share information
Regional Directors	To provide advice
Unit/Section Heads	To provide advice/ guidance
University Council of Jamaica	To seek advice on accreditation or equivalency
Chief Internal Auditor	Provide reports/respond to queries
Administrators of public educational Institutions	Provide advice or request information
Other Staff	Provide information

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

Contact (Title)	Purpose of Communication
Ministry of Finance and Planning	To provide/seek information
Ministry of Labour and Social Security	To provide/seek information
Attorney General's Department	To provide information or seek advice
Trade Unions/Staff Associations	To engage in discussion /provide information
Office of the Public Defender	To provide information
Auditor General's Department	To provide information
Accountant General's Department	To provide/ request information
Administrator General's Department	To provide information
Inland Revenue Department	To provide/request information for tax refunds

Required Competencies:

- Sound knowledge of management and supervisory principles and practices
- Excellent interpersonal, verbal and written communication skills
- Demonstrated ability to lead and motivate staff
- Excellent planning, organizing, analytical and negotiating skills
- Good conflict management and problem solving skills
- Ability to demonstrate a high level of initiative, professionalism and confidentiality
- Ability to plan and prioritize to meet deadlines
- Knowledge of the Ministry's policies, procedures, regulations and Terms and Conditions of Employment governing schools' personnel.
- Knowledge of the Education Act and Regulations; and the Pension (Teachers) Act

- Sound knowledge of guidelines from the Ministries of Finance and Planning and Labour and Social Security
- Knowledge of relevant union agreements and tribunal awards
- Proficiency in the use of MS Office applications

Minimum Required Education and Experience

- Masters' Degree in Human Resource Management/ Public Administration or Management Studies
- Minimum of five (5) years related working experience of which at least three (3) years should be in an educational environment
- Training in Supervisory Management

OR

- Bachelor's Degree in Human Resource Management/Public Administration/Management Studies
- Seven (7) years related working experience, of which at least three (3) should be in an educational environment
- Training in Supervisory Management

Authority to:

- approve disbursement of funds from the approved budgetary allocation
- interpret and provide guidance and advice on relevant Acts, Regulations and procedures
- approve, direct and coordinate the plans, programs and activities of the Unit
- approve departmental and sick leave and recommend vacation leave
- recommend disciplinary action
- recommend awards and merit increases

Specific Conditions associated with the job:

- Required to work beyond normal working hours at times in order to meet deadlines
- Required to travel to Regional Offices at times
- Required to represent the Ministry at workshops/conferences
- Required to possess a valid Driver's Licence and a reliable motor vehicle

Validation of Job Description

This document is validated as an accurate and true description of the job described herein

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised