



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

DIRECTOR, PROGRAMMES (GMG/SEG 4) - VACANT NATIONAL COLLEGE OF EDUCATIONAL LEADERSHIP

JOB TITLE :

To lead the design, development and delivery of all NCEL training programmes as well as the recruitment and continual support of trainees to advance the leadership capability of the public education system.

REQUIRED EDUCATION AND EXPERIENCE

- Master's Degree in Educational Leadership/ Administration, Management or a comparable discipline
- At least three (3) years' experience at a supervisory level in programme administration or a comparable position

REMUNERATION PACKAGE:

Salary Scale/ Pay Band 6 : \$6,333,301.00 - \$8,517,586.00 per annum





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ICO 26-88

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 WEDNESDAY, JULY 8, 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



**NATIONAL COLLEGE OF EDUCATIONAL LEADERSHIP
JOB DESCRIPTION AND SPECIFICATIONS**

JOB TITLE:	Programmes Manager
JOB GRADE:	TBD
POST NUMBER:	
SECTION/UNIT:	Programmes
REPORTS TO:	Senior Director, Programmes
MANAGES:	Programmes Officer

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 Branch/Division

Date

Date received in Human Resource Management Branch

Date Created/revised

Strategic Objectives of the National College of Educational Leadership (NCEL)

Job Purpose

To lead the design, development and delivery of all NCEL training programmes as well as the recruitment and continual support of trainees to advance the leadership capability of the public education system.

Key Outputs:

- Training programmes designed and implemented;
- Programmes quality assured;
- Recruitment of trainers and performance of the trainers monitored;
- Programmes' activities monitored and evaluated;
- Reports and other documents tendered;
- Programmes for accredited;
- Programme funding or other assistance sought;
- Programme assessment reports analysed;
- Case load management reviewed;
- Participate in the assessment of programmes' franchisees
- Collaborations/relationships established with local and international educational agencies
- Division's operational plan and budget prepared;
- Records and information management framework implemented
- Performance within the Unit managed;

Key Responsibility Areas:

Technical / Professional Responsibilities

- Leads the planning for the design, development and delivery of training programmes managed
- Internally ensuring compliance with established policies and procedures to enable efficient and cost effective delivery and ease of participation for trainees
- Contributes to preparations for internal and external quality assurance of programmes and to the management of implementation of recommendations/decisions arising from the assessments
- Leads the design and maintenance of a case management framework to facilitate the coordination of a consistent and enabling mechanism to recruit trainees and support them throughout their programme
- Contributes to the selection of trainers; liaises with the Programmes Administration unit to ensure necessary documentation and contract arrangements are completed
- Monitors the performance of trainers ensuring trainees end of programme evaluations are thoroughly analysed and feedback communicated to trainers; recommends action to address any negative feedback received
- Oversees and ensures timely submission of trainees' information to Programmes Administration Unit to facilitate timely preparation of reports and maintenance of a comprehensive data management system

- Monitors and reports on the programmes' activities including financial performance on a regular basis and conducts annual evaluation according to the programme evaluation framework; and recommends changes to enhance the programme as appropriate.
- Contributes to the preparation of programmes for accreditation
- Contributes to the development of proposals to solicit funding and/or other assistance to support programmes
- Analyses assessment reports to gain insights into programme success and makes recommendations as necessary based on result
- Monitors Programme Officers' caseload to ensure trainees are provided with the requisite support.
- Undertakes the management of a small caseload as necessary to facilitate the delivery of quality service to all trainees
- Participates in the assessment of the performance and compliance of programmes' franchisees
- Collaborates with and forms relationships with other educational agencies locally and internationally to keep abreast of school leadership and general trends in educational administration to inform on the work of NCEL and also to identify opportunities for establishing partnerships and alliances.

Management/Administrative Responsibilities

- Participates in the development of the Division's operational plan and budget; manages the implementation of assigned elements of the operational plan, ensuring targets are on track to achieving established objectives
- Collaborates with other Unit Heads to develop /review records and information management framework including tools, templates and other resources necessary to support data collection, storage and generation of reports for programmes delivery, assessment and certification ensuring effective linkages between the functions to eliminate overlap and/or duplication
- Reviews operating processes to keep them in line with changes in the College's operations
- Prepares reports and other documents on the programmes as may be requested or as required
- Periodically reviews the caseload of Programme Officers and recommends adjustments as necessary to ensure a balanced portfolio that enables consistent quality support to trainees
- Represents NCEL at meetings, conferences and other occasions as directed

HR Responsibilities

- Develops and manages the performance of the 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.
- Promotes the building of institutional knowledge for the Unit 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 in the Unit and participates in the administration of staff benefits in keeping with established human resource policies.
- Recommends/administers disciplinary action in keeping with established human resource policies.
- Conducts monthly and other ad hoc staff meetings as required.
- Ensures that staff adheres to the policies and procedures of the NCEL and the Division.

- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.
- Collaborates with the Office Management Division in developing and implementing a succession planning programme to ensure continuity of skills and competencies in the Unit and personal development and career advancement of employees.
- Fosters teamwork, a harmonious working environment, and promotes collaborative working relations.
- Conducts performance appraisals of staff supervised for the required purpose and at required intervals.

Other

1. Performs other related functions assigned from time to time by the Senior Director Programmes.

Performance Standards:

- Targets are consistently achieved
- Programmes are consistently delivered within budget
- Success rate of programmes is consistently achieved
- Trainee satisfaction is consistently maintained within the established range
- Effective relationships are maintained, and NCEL is professionally represented on all occasions
- Comprehensive reports prepared and submitted at the required intervals
- The work environment of the Unit is maintained at a level that is conducive to continuous learning, teamwork and developing engaged employees

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
Unit Heads	Collaboration on development/review of a records and information management framework

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

Contact (Title)	Purpose of Communication
Programmes Franchisees	Participating in the conduct of assessments of franchisees
Other Local and International Educational Agencies	Interacting at meetings, conferences and other events; establishing partnerships/alliances and keeping abreast of school leadership and trends in educational administration
Trainers	Involvement in their selection and in monitoring their performance

Required Competencies:

Core

- Excellent problem-solving and analytical skills and good judgment exercised
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Strong coaching, leadership and management skills
- Strong interpersonal skills – teamwork/ cooperation
- Ability to work effectively in stressful and time-sensitive scenarios
- Ability to demonstrate a high level of professionalism

Technical

- Sound knowledge of training programme needs assessment, design, development, implementation and evaluation
- Sound knowledge of the Jamaican Education System
- Good knowledge of records and information management systems
- Working knowledge of the legislative and regulatory framework governing education
- Proficiency in the use of relevant computer applications

Minimum Required Education and Experience

- Master's Degree in Educational Leadership/ Administration, Management or a comparable discipline
- At least three (3) years' experience at a supervisory level in programme administration or a comparable position

Authority:

- To recommend improvements in the delivery and assessment of training programmes
- To establish work schedules for and delegate work to subordinate staff
- To recommend the hiring or termination of supervised staff in accordance with the Ministry's and NCEL's human resource policies and procedures

Specific Conditions Associated with the Job

- Normal office environment
- Required to travel to meetings, conferences and other events both island wide and overseas
- May be required to work beyond normal hours in order to meet deadlines

Validation of Job Description

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

 09-25-16