



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

**EDUCATION OFFICER - (GMG/EO 2) - VACANT
INSTITUTIONAL MONITORING- TERTIARY BRANCH
MINISTRY OF EDUCATION YOUTH, SKILLS & INFORMATION**

JOB TITLE :

JOB PURPOSE:

Under the general supervision of the Senior Education Officer, the Education Officer will provide technical expertise and support in the field of Tertiary Education. The incumbent will be responsible for fostering effective institutional operations and to sensitize teacher trainees, tertiary students and academic faculty and administrators to the initiatives, programmes and policies of the Ministry.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Education OR
- Bachelor's degree in Management Studies/Administration or a related discipline with a Diploma in Teaching
- Five (5) years teaching experience at the tertiary level or at a senior level in education

REMUNERATION PACKAGE::

\$9,172,508.00 to \$11,741,586.00 per annum





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ICO 26 - 31

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, MARCH 27, 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, SKILLS, YOUTH & INFORMATION
DIVISION OF SCHOOLS' SERVICES
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Education Officer (x3)
JOB GRADE:	GMG/EO 2
POST NUMBER:	
DIVISION/BRANCH:	Division of Schools Services/Tertiary Branch
SECTION:	Institutional Monitoring
REPORTS TO:	Senior Education Officer
SUPERVISES:	N/A

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 supervision of the Senior Education Officer, the Education Officer will provide technical expertise and support in the field of Tertiary Education. The incumbent will be responsible for fostering effective institutional operations and to sensitize teacher trainees, tertiary students and academic faculty and administrators to the initiatives, programmes and policies of the Ministry.

Key Outputs:

- Sensitization materials prepared;
- Reports prepared;
- Conducts site visits;
- Tertiary scholarships monitored
- Standards developed and monitored;
- Technical advice;
- Tertiary programmes monitored;
- Individual Work Plan prepared;

Key Areas of Responsibility

Technical

- Participates in the development and review of tertiary programmes
- Maintains collaborative working relationships with Education Officers in the section with a view to effecting improvements in the delivery of tertiary level programmes in the colleges
- Prepares monthly and special reports and submits to the relevant Senior Education Officer
- Plans and conducts visits to colleges with a view to
 - Sensitive staff (academic), students and relevant officers to new developments and policies impacting students being prepared for the world of work
 - Assess teachers and students performance
- Assists in the sensitization of teacher trainees, lecturers and relevant staff to the programmes, policies and initiatives of the Minis
- Directs and sits on various interview panels for scholarships managed by the Ministry and private donors operating through the Ministry of Education
- Discusses the performance of student teachers or work experience trainees with the SEO and ACEO so that college administrators can be advised and suggestions made to ensure improvements in performance and commendations for strengths
- Liaises with the relevant departments and units to provide technical assistance to colleges to ensure standards are maintained
- Serves as a resource perform in matters pertaining to delivery, facilities, equipment and supplies necessary for maintaining and improving instruction
- Prepares reports on college visits, highlighting deficiencies and implications and making recommendations for improving instruction. Submits reports to the Senior Education Officer within an agreed timeframe

- Conducts follow up visits to ensure that deficiencies are corrected and improved procedures are implemented
- Collaborate with internal and external stakeholders to make recommendations for the development of the tertiary programmes
- Contributes to knowledge sharing within the tertiary Branch by researching and developing presentations on topical issues for dissemination to the staff of the Tertiary Branch
- Participates in external assessments for final year students pursuing teacher education programmes
- Participates in Professional Development activities
- Assists in the planning and execution of Tertiary coordinated meetings and functions
- Assists the ACEO in the writing of technical and monthly reports
- Works collaboratively with officers from relevant MoESYI Units/Departments to serves as a resource person when required
- Attends Board Meetings for the assigned institutions
- Ensures that assigned institutions operate in line with related legislation and policies of the Government of Jamaica
- Supports the process for the recruitment and appointment of tertiary level principals and vice principals
- Provides leadership for the summative and formative appraisal of tertiary principals and vice principals
- Review documentation for the appointment of academic staff in tertiary institutions
- Provide guidance to colleges for the development of their strategic plans

Management/Administrative

- Contributes to the preparation of the annual budget;
- Prepares individual work plan and submits to the Senior Education Officer;
- Prepares monthly, quarterly and ad hoc reports;
- Assists in the development of the operational plan for the unit;
- Represents the Ministry at functions or meetings related to assigned institutions or the tertiary sector

Other

- Performs any other related duties which may be assigned by the Senior Education Officer

Internal and external contacts (specify purpose of significant contacts;)

Within the Ministry

Contact (title)	Purpose of Communication
CEO	To receive guidance and provide information
ACEO	To receive guidance and provide information
SEO	To receive guidance and provide information
Other members of Staff	To provide information and consult

Contacts external to the Commission required for the achievement of the position's objective

Contact (title)	Purpose of Communication
Principals and Unit Heads of Jamaican Tertiary Education Institutions	For advice and consultation
International Tertiary regulatory and management entities	For advice and consultation
Foreign University administrators	For advice and consultation

Performance Standards

- Sensitization materials conform to the established policies, procedures and regulations, are clearly written and up- to- date
- All reports are thorough ,well written and presented in required format within the given timeframe
- Conducts site visits;
- Tertiary scholarships monitored and executed in accordance with established policies, timeframes and guidelines
- Standards implementation quality assured against the policy and procedures to ensure efficacy;
- Technical advice provided accurately and within a timely manner;
- Tertiary programmes monitored for relevance and accuracy in keeping with current trends, locally, regionally and internationally.
- Individual Work Plan aligned with the Ministry's objectives and priorities and developed in the required format
- Harmonious relationships maintained within the Tertiary Branch and across other teams within the Ministry;
- Confidentiality maintained at all times and in keeping with the principles and policies of the GoJ.

Required Competencies and Skills

Core

- Excellent written and oral communication skills.
- Excellent planning and organizing skills;
- Excellent time management skills;
- Ability to present to a wide cross-section of people;
- Sound interpersonal skills;
- Excellent problem solving skills;
- Ability to work well under pressure to meet critical deadlines;
- Proficiency in the use of Microsoft Office applications

Technical

- Knowledge of the structure and operations of tertiary education institutions
- Sound knowledge of quality assurance practices in higher education;
- Sound organizational research and analytical skills;
- Sound knowledge of the legal and regulatory framework governing the operations of tertiary institutions in Jamaica
- Knowledge of the Education Act and Regulations;

Minimum Required Qualification and Experience

- Bachelor's Degree in Education
Or
- Bachelor's degree in Management Studies/Administration or a related discipline with a Diploma in Teaching
- Five (5) years teaching experience at the tertiary level or at a senior level in education;

Authority

- To access information/ documents required to perform duties
- To assess /recommend registration status of institutions

Special Conditions

- Normal office working environment;
- May be required to work on public holidays/weekends;
- May be required to work beyond normal working hours
- Will be required to travel extensively in the execution of duties
- The incumbent is required to have a valid driver's license and possess a reliable motor vehicle

Validation of Job Description:

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

Employee

Date

DCEO/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised