



Ministry of  
Education, Skills,  
Youth & Information

## CAREER OPPORTUNITY

### EDUCATION OFFICER (GMG/EO 2) - HISTORY CORE CURRICULUM SECTION

JOB TITLE :

To design, develop and review curricula and essential support materials; assist with development and review of curriculum policies and standards; provide support for efficient and effective curriculum implementation and provide on-going cognitive and pedagogical support to foster improved student achievement and institutional performance and ensure that national targets are met in regards to History subject at all grades levels within the primary and secondary education systems.

#### REQUIRED EDUCATION AND EXPERIENCE

- First Degree in History or equivalent qualifications.
- Trained Teachers Certification.
- Five (5) years teaching experience of which two years should be at a supervisory level (e.g. Grade Year Coordinator or Head of Department)

#### REMUNERATION PACKAGE:

Salary scale: \$9,172,508.00 to \$11,741,586.00 per annum  
Pay Band 10



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ICO 25-118

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, SEPTEMBER 5, 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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## MINISTRY OF EDUCATION, YOUTH & INFORMATION

### JOB DESCRIPTION AND SPECIFICATION (Present)

<b>JOB TITLE:</b>	Education Officer History
<b>JOB GRADE:</b>	GMG/EO2
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Educational Services
<b>SECTION/UNIT:</b>	Core Curriculum
<b>REPORTS TO:</b>	Senior Education Officer (Social Studies)
<b>MANAGES:</b>	N/A

### **Job Purpose**

To design, develop and review curricula and essential support materials; assist with development and review of curriculum policies and standards; provide support for efficient and effective curriculum implementation and provide on-going cognitive and pedagogical support to foster improved student achievement and institutional performance and ensure that national targets are met in regards to History subject at all grades levels within the primary and secondary education systems.

### **Key Outputs:**

- Curricula reviewed and/or developed
- Training packages developed and training organized and conducted
- School visits made
- Curricula assessment systems developed and assistance given with their implementation
- Support given to international consultants
- Advice and information provided on curriculum related matters
- Assistance provided with review/development of IT/ICT teaching/learning policies
- Work plans and monthly and quarterly reports submitted

### **Key Responsibility Areas:**

#### **Technical / Professional Responsibilities**

1. Develops and/or reviews History curricula and supporting materials for primary and secondary level schools with input from other units, agencies and bodies of the Ministry, other Government ministries and local regional and international partners.
2. Develops training packages and organizes and delivers training to teachers, principals, Education Officers and other critical stakeholders, in conjunction with other units, agencies and bodies of the Ministry, to ensure that developed curricula are fully understood and can be implemented; submits reports on training conducted.
3. Conducts analyses of CXC examination results each year in order to inform training strategies for teachers.
4. Undertakes school visits to assist in the delivery, monitoring and evaluation of History curricula.

5. Develops and assists with the implementation of curricula assessment systems in collaboration with other units, agencies and bodies of the Ministry.
6. Provides advice and information to local, regional, and international stakeholders on curriculum related matters.
7. Serves as the counterpart to consultants on projects and programmes funded by the Government of Jamaica and regional and international donor organizations.
8. Assists in the review or development of policies related to the teaching/learning of History/Social Studies as required.
9. Assists with various History related projects as they arise.
10. Reviews relevant Terms of References (TORs) and provides feedback as the need arises.
11. Creates various proposals as the need arises.
12. Assists in the preparation of various speeches, related to the subject area, for different MoE Executive Members as the need arises.
13. Assists the evaluation section of the Media Services Unit in the review of History and other resource materials
14. Represents the Ministry of Education (MoE) at various meetings related to the teaching/learning of History.
15. Acts as guest speaker at various functions as required.
16. Assists in the development of various History related competitions as the need arises.
17. Sits on various committees as required.
18. Participates annually in the JBTE and Mico University Teaching Practice exercises.
19. Interfaces with Publishers of teaching/learning materials as the need arises.

#### **Administrative Responsibilities**

20. Prepares and submits work plans and monthly and quarterly reports
21. Prepares and submits the annual budget for the IT/ICT Unit, as required.

## **Other**

22. Performs other related functions assigned from time to time by the Senior Education Officer (Social Studies)

## **Performance Standards:**

- Reviewed and/or developed curricula meet established standards and objectives
- Training packages developed meet identified training needs
- Training is efficiently organized and conducted and trainees are satisfied and are able to apply their new knowledge.
- School visits are made as scheduled and the objectives of the visits are met
- Curricula assessment systems are effective and adequate assistance is given with their implementation
- International consultants receive an appropriate quality and level of support
- Advice/information provided on curriculum related matters is accurate and reliable
- Assistance provided on the review/development of relevant policies is satisfactory
- Work plans and monthly and quarterly reports are accurately prepared and are submitted in a timely manner
- 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>
Education Officers - Media Services Unit	Re the development of resource materials or the evaluation of textbooks and other resource materials
Education Officers - Policy Analysis Unit	Collaboration re the development of relevant policies
Education Officers – Special Education Unit	Collaboration on various tasks such as assisting in the development of the Special Education curriculum
Education Officers – Technical & Vocational Unit	Collaboration on various tasks such as development of assessments and programmes
Education Officers – Programme Monitoring and Evaluation Unit	Collaboration on various tasks such as projects and workshops

Contact (Title)	Purpose of Communication
Other Ministry of Education	Depends on the nature of the task
Sections/Units	

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

Contact (Title)	Purpose of Communication
School Principals/Schools	Ongoing supervision and monitoring of the delivery of curricula by requesting and providing information
e-learning Jamaica	Subject Advisory Committee Member
Joint Board of Teacher Education (JTBE)	Assessment of student teachers
Caribbean Examinations Council (CXC)	Gathering critical data and discussing examination results and the way forward

**Required Competencies:**

**Core**

- Excellent oral and written communication skills
- Excellent ability to analyse and interpret data
- Strong project management skills
- Good organizing and coordinating skills
- Good interpersonal skills
- Ability to work on own initiative
- Ability to demonstrate a high level of professionalism
- Detail oriented
- Ability to work as part of a team

**Technical**

- Sound knowledge of the latest trends, tools, techniques and procedures in the design, development and implementation of a History curriculum
- Sound knowledge of standards for the development and assessment of a History curriculum
- Knowledge of child and adolescent learning principles and concepts
- Knowledge of educational technology
- Good knowledge of the Education Act, Code and Regulations

- Good knowledge of the Jamaican education system
- Good knowledge of the Ministry's policies, rules and regulations
- Good knowledge of relevant software including the MS Office Suite and the Internet

#### **Minimum Required Education and Experience**

- First Degree in History or equivalent qualifications
- Trained Teachers Certification
- Five (5) years teaching experience of which two years should be at a supervisory level (e.g. Grade Year Coordinator or Head of Department)

#### **Authority:**

- To recommend changes to the method of curriculum evaluation or implementation

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

- Normal office environment
- Travel to local and international conferences/meetings