



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

**EDUCATION OFFICER - LIBRARY (GMG/EO 2) - NOT-VACANT
DIVISION OF SCHOOLS SERVICES - MEDIA SERVICES SECTION**

JOB TITLE :

JOB PURPOSE:

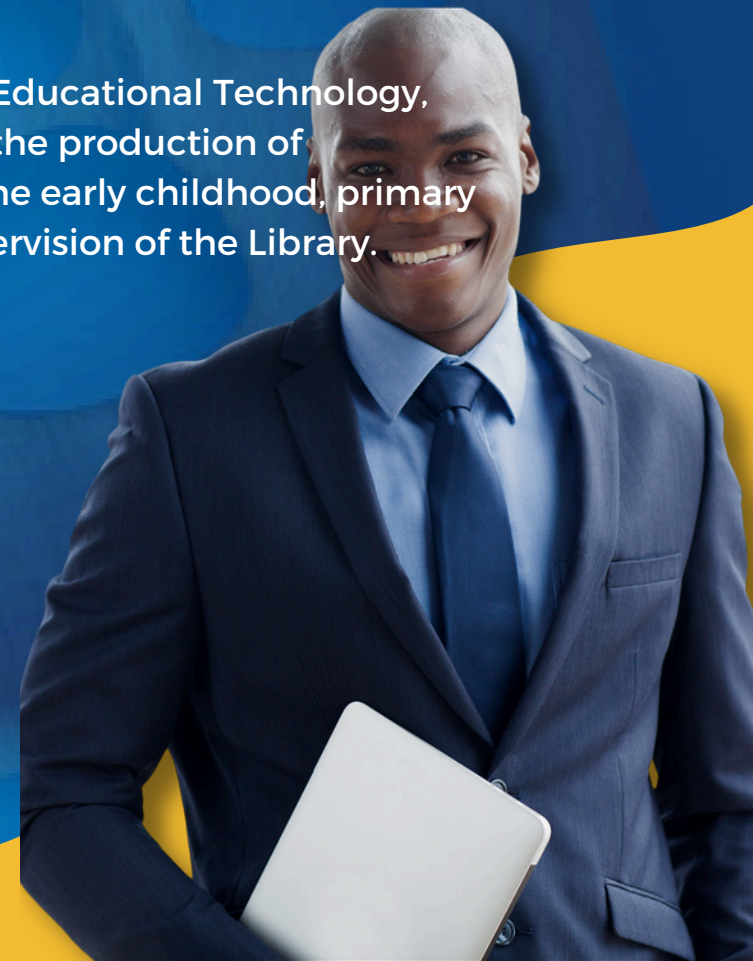
Under the general direction of the Senior Education Officer, Educational Technology, Media Services Unit (MSU), the incumbent is responsible for the production of educational materials in print and small media formats for the early childhood, primary and secondary levels of the education system, as well as supervision of the Library.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Mass Communication/Library Studies/Language Arts/Instructional Technology
- Diploma in Teaching or its equivalent
- At least three (3) years' teaching experience

REMUNERATION PACKAGE::

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





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ICO 26 - 65

FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5892 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, MAY 22, 2026 TO THE ADDRESS & EMAIL PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 - 4 NATIONAL HEROES CIRCLE,
KINGSTON 4

[CLICK HERE TO APPLY](#)

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

HUMAN RESOURCES
MANAGEMENT



MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION

DIVISION OF SCHOOL'S SERVICES

JOB DESCRIPTION AND SPECIFICATION (Present)

JOB TITLE:	Education Officer – Library
JOB GRADE:	GMG/EO2
POST NUMBER:	
DIVISION:	Educational Services
SECTION:	Curriculum and Support Services/Media Services Unit
REPORTS TO:	Senior Education Officer, Educational Technology
MANAGES:	The Librarian

Job Purpose

Under the general direction of the Senior Education Officer, Educational Technology, Media Services Unit (MSU), the incumbent is responsible for the production of educational materials in print and small media formats for the early childhood, primary and secondary levels of the education system, as well as supervision of the Library.

Key Outputs:

- Advice on production concepts and suitability of educational media projects provided
- Project proposals/budgets/cash flows prepared
- Educational media production briefs prepared
- Periodicals/promotional materials/conference booklets developed/produced
- Activities of personnel/production houses managed/directed/monitored
- Library maintained

Key Responsibility Areas:

Technical / Professional Responsibilities

- Liaises with the officers of the Professional Development Unit (PDU), Jamaica Teaching Council (JTC), Communication and Secondary and Primary Units and the Projects of the Ministry of Education (MoE) to determine print and small media needs
- Advises on the most appropriate educational materials needed to support curriculum.
- Advises on the suitability of projects for either in-house production or out-of-house production with consultants/media and production houses/publishers
- Manages the activities of personnel and production houses commissioned to develop books, teachers' manuals, charts and other print and small medial learning materials produced under the Unit.
- Selects, directs and monitors illustrators, graphic artists, writers and resource persons for each production as necessary.
- Writes/commissions the writing of texts to be developed and produced in the Sub - Unit.
- Reviews the design and content of education materials to ensure its suitability for the education system.
- Monitors the editing of materials developed in the Sub-Unit.
- Commissions the production of print and small media for the Ministry.
- Liaises with publishers, printers and other production houses and ensures that they adhere to contractual requirements and agreements.
- Prepares educational materials production briefs
- Evaluates all print and small media learning materials, in conjunction with the Evaluation and Utilisation Sub-Unit
- Develops and produces Ministry periodicals and prepares promotional materials and special conference booklets.
- Prepares project proposals for the print and small media projects to be undertaken either in-house or in conjunction with consultants/media and production houses/publishers.
- Manages the MoE's Library.
- Ensures that printed materials are reposed in the Library

Management/Administrative Responsibilities

- Assists in the preparation of contracts and TORs for consultancy and production services
- Organises/conducts and attends production meetings
- Prepares programmes, budgets and cash flows schedules detailing the specific needs of each project.
- Determines the educational needs of the public education system.

HR Responsibilities

- Plans organises and directs activities and staff of the Unit
- 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 supervised, 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 staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- 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;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations
- Conducts performance appraisals of staff supervised for required purpose and at required intervals

Performance Standards:

- Print and small media needs provided
- High quality end product from external personnel and production houses obtained.
- High quality educational products produced.
- Minimal cost overruns
- The Library is operating efficiently

Internal and External Contacts (specify purpose of significant contacts:

Within the Division

Contact (Title)	Purpose of Communication
<ul style="list-style-type: none"> • Officers of the Professional Development Unit (PDU); Jamaica Teaching council (JTC); Communications, Secondary and Primary Units; Projects 	<ul style="list-style-type: none"> • To determine print and small media needs • To evaluate educational materials in the print and small media formats.

Contact (Title)	Purpose of Communication
<ul style="list-style-type: none"> • Evaluation and Utilisation Sub-Unit 	<ul style="list-style-type: none"> • Re trails and pilots of all print and small media learning materials

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

Contact (Title)	Purpose of Communication
<ul style="list-style-type: none"> • Consultants, production houses, publishers, printers 	<ul style="list-style-type: none"> • Regarding the production of print and small media and related matters
<ul style="list-style-type: none"> • Schools and other public and private entities 	<ul style="list-style-type: none"> • To determine print and small media needs • To produce and evaluate educational materials

Required Competencies:

Core

- Excellent written and verbal communication skills
- Strong team –playing and customer service orientation
- Be creative and highly self-motivated.
- Good graphic design, editing and creative writing skills.
- Good planning, supervisory and organizing abilities.

Technical

- Knowledge of the Education Act and related regulations
- Knowledge of the methods, practices and procedures used in producing educational media products.
- Ability to creatively plan and translate abstract concepts into effective visual, audio and print formats
- Skill in operating standard office equipment including utilizing pertinent computer applications
- Knowledge of current developments in the Library, educational media and publishing industries.

Minimum Required Education and Experience

- Bachelor's Degree in Mass Communication/Library Studies/language Arts/Instructional Technology.
- Diploma in Teaching or its equivalent.
- At least three (3) years' teaching experience.

Authority:

- To liaise with the Ministry's staff in the development of educational materials
- To develop educational materials in the print and small media formats.
- To direct and monitor external personnel and production houses
- To coordinate the management and supervision of the MoE Library.

Specific Conditions associated with the job:

- May be required to work beyond normal working hours at times to meet deadlines.
- May be required to travel to external agencies to obtain materials or to view products in operation.
- Required to possess a valid Driver's Licence and a reliable motor vehicle