



Ministry of  
Education, Skills,  
Youth & Information

ICO 25-138



## CAREER OPPORTUNITY

**SENIOR EDUCATION OFFICER (GMG/EO3) - VACANT  
TECHNICAL & VOCATIONAL UNIT**

### JOB TITLE :

### JOB PURPOSE:

To ensure that policies relating to Visual Arts Education Programmes at the Secondary Level are adhered to in order to achieve and maintain a high standard of performance in the teaching /learning process.

### REQUIRED EDUCATION AND EXPERIENCE

- Master's Degree in Visual Arts Education or related area.
- Five (5) years teaching experience
- Two (2) years supervisory experience
- Trained Teacher Certification

### REMUNERATION PACKAGE::

Salary scale: \$9,172,508 to \$11,741,586 per annum Pay  
Band 10



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**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 TUESDAY , OCTOBER 21, 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.**

**[CLICK HERE TO APPLY](#)**

**HUMAN RESOURCES  
MANAGEMENT**

## MINISTRY OF EDUCATION

### JOB DESCRIPTION AND SPECIFICATION (Present)

<b>JOB TITLE:</b>	Senior Education Officer, Visual Arts Education
<b>JOB GRADE:</b>	GMG/EO 3
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Educational Services
<b>SECTION/UNIT:</b>	Curriculum & Support Services /Technical And Vocational Unit
<b>REPORTS TO:</b>	Assistant Chief Education Officer
<b>MANAGES:</b>	Education Officers (x3)

#### Job Purpose

To ensure that policies relating to Visual Arts Education Programmes at the Secondary Level are adhered to in order to achieve and maintain a high standard of performance in the teaching /learning process.

#### Key Outputs

- Work Plan for Visual ARTS Education developed.
- Budget prepared and managed.
- Curriculum for Visual Arts Education developed.
- Visual Arts Education Programme monitored.
- Planned School Visits conducted.
- Technical Advice.
- Professional Development Workshops planned and conducted.
- Reports produced and submitted.

#### Key Responsibility Areas

### **Management/Administrative Responsibilities**

- Participates in the development of the Operational Plan for the Technical and Vocational Unit.
- Provides direction and guidance in the development and implementation of the Work Plan and Budget for the Agricultural Education Section. Monitors the activities of the Education Officers to ensure that objectives are achieved.
- Provides technical advice to the Permanent Secretary, the Assistant Chief Education Officer and other management personnel in all aspects of Agricultural Education.
- Represents the Ministry at meetings, conferences and other functions.
- Prepares and submits reports to the Assistant Chief Education Officer within agreed timeframe.

### **Technical/Professional Responsibilities**

- Participates in the development and implementation of the Visual Arts Education curriculum. Guides the development of curriculum support materials to enhance teachers' knowledge and students' performance.
- Reviews, selects and recommends textbooks, resource textbooks and materials to schools and publishers.
- Develops and implements mechanisms to monitor and report on the Visual Arts Education Programme in Secondary Schools.
- Reviews reports on school visits submitted Education Officers and makes necessary interventions to ensure that deficiencies are corrected, procedures are improved and standards adhered to. Facilitates follow-up visits to ensure that recommendations are implemented.
- Evaluates student and teacher performance and makes recommendations to the Assistant Chief Education Officer, Technical and Vocational Education.
- Visits schools to observe programme and delivery, inspect the physical facilities and discuss on-going programmes and to gain awareness of particular needs or problems and makes recommendations, as necessary.
- Serves as resource person to schools in matters relating to delivery, facilities, equipment and supplies necessary for improving and maintaining instruction.
- Collaborates with educational institutions involved in training Visual Arts Education teachers in order to ensure that standards are maintained.

## **HR Responsibilities**

- Develops and manages the performance of the Visual Arts Education Section and its staff, through coaching, mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance.
- Ensures that staff assignments are clearly defined and communicated to staff.
- Participates in the recruitment and selection of staff, and recommends movement when appropriate
- Recommends/ administers disciplinary action in keeping with established human resource policies;
- 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;
  
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations
  
- Conducts performance appraisals of staff supervised for required purpose and at required intervals
  
- In respect of Visual Arts Education Teachers:
  - Plans and conducts professional development workshops and conferences;
  - Promotes opportunities for successful Visual Arts Education Teachers to share best practices.
  - Liaises with private and public sector personnel to familiarize teachers with current workplace practices.

## **Other**

- Performs other related duties as assigned by the Assistant Chief Education Officer.

## **Performance Standards**

- Key deliverables such as Work Plan, Budget and reports are produced within agreed timeframe and to the required standards as set by the Assistant Chief Education Officer.
- Recommendations result in improvements in instruction and student performance.
- Monitoring mechanisms are implemented to ensure that established standards are maintained.
- Advice given is technically sound and results in improvements in Agricultural Education
- Reports are comprehensive and submitted within agreed timeframe..

## **Internal And External Contacts (specify purpose of significant contacts)**

### **Within the Ministry of Education**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Staff, Core Curriculum Unit.	Collaboration on matters relating to development and review of curriculum for Visual Arts Education
Staff, Student Assessment Unit	To provide technical assistance in developing performance standards for students.
Senior Education Officers- Secondary Education	To discuss issues relating to performance of schools.
Finance Division	Budget preparation and review.

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Schools/ Colleges	To collaborate to ensure standards in Visual Arts Education are maintained and to monitor programme delivery.
Public/ private sector organisations	To collaborate on matters relating to professional development of teachers.

## **Required Competencies**

### **Core**

- Strong interpersonal, leadership and motivational skills.
- Excellent communication, social and collaborative skills.
- Good analytical and problem solving skills.
- Proficiency in the use relevant computer applications.

### **Technical**

- Thorough knowledge of the Education Code of Regulations.
- Indepth knowledge of the Education Act.
- Indepth knowledge of Visual Arts Education, pedagogy and curriculum design.

- Knowledge of the policies and procedures of the Ministry of Education and the Technical and Vocational Unit.
- Knowledge of Management Principles and Practices.

### **Minimum Required Education And Experience**

- Master's Degree in Visual Arts Education or related area.
- Five (5) years teaching experience
- Two (2) years supervisory experience
- Trained Teacher Certification

### **Authority**

- To recommend policies and procedures relevant to Visual Arts Education.
- To recommend vacation leave and approves sick and departmental leave for staff in the Section and participates in the administration of staff benefits in keeping with established human resource policies;

### **Specific Conditions Associated With the Job**

- Required to possess a valid Driver's Licence and a reliable motor vehicle.
- Required to travel extensively throughout the island.

## MINISTRY OF EDUCATION

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