



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

**EDUCATION OFFICER - FUNCTIONAL EDUCATION PRIMARY (GMG/EO 2) - VACANT
MINISTRY OF EDUCATION SKILLS, YOUTH AND INFORMATION - CANEWOOD**

JOB TITLE :

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 subjects at all grades levels within the primary education system.

REQUIRED EDUCATION AND EXPERIENCE

- First Degree in Education or related field
- Trained Teachers Certification
- Four (4) years experience in educational management and leadership to at least the Head of Department /Grade Supervisor level

REMUNERATION PACKAGE::

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





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ICO 26 - 19

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, 20 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
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Education Officer (Functional Education Primary)
JOB GRADE:	GMG /EO2
POST NUMBER:	
DIVISION:	Educational Services
REPORTS TO:	ACEO, Core Curriculum; SEO Functional
MANAGES:	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

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 subjects at all grades levels within the primary education system.

Key Outputs:

- Curriculum planning, auditing, and development performed.
- Schedules, reporting formats and observation instruments developed for visits to primary institutions.
- Participation in visits to primary institutions.
- Assistance given with the coordination of orientation of new officers.
- Assistance given with the coordination of workshops for primary level teachers.
- Information provided on primary curriculum provisions.
- Submission by officers of individual work plans, monthly plans, monthly and quarterly reports, and other reports monitored.
- Assistance provided on work plans, budgets, status reports and other administrative activities for the Core Curriculum Unit.

Key Responsibility Areas:

Technical / Professional Responsibilities

A. Curriculum Design and Development

1. Develops and/or reviews curricula and supporting materials for secondary/primary level schools with input from other units, agencies and bodies of the Ministry, other Government ministries and local regional and international partners.
2. Design and prepare developmentally appropriate models/frameworks for instructional planning, implementation and evaluation for institutional and classroom levels for the various curricula.
3. Design/develop scheduling frameworks for students' learning in various educational contexts and for different levels of education.
4. Provide guidance for and during the pilot testing of curricula.
5. Contribute data for use in the updating of curriculum policy.

B. Curriculum Implementation and Management/ Leadership

1. 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.
2. Support through research and recommended interventions, the use of instructional guidelines at the institutional and classroom levels
3. Develops schedules, reporting formats and observation instruments for visits to primary institutions and participate in such visits.
4. Assists with various Mathematics related projects as they arise.
5. Assists in the review or development of policies related to teaching/learning as required.
6. Provides advice and information to local, regional, and international stakeholders on curriculum related matters.
7. Collaborates with personnel of other units and agencies on various curriculum related matters as required.

C. Curriculum Evaluation

1. Develops and assists with the implementation of curricula assessment systems in collaboration with other units, agencies and bodies of the Ministry.
2. Design and/or update learning and assessment walkthrough protocol/guidelines for developmentally appropriate and ethically sound learning facilitation process and assessment practices.
3. Assess and report on the currency of the formal curriculum in light of national and global developments.
4. Collaborate with other entities of the MoE in the assessment of the systems, conditions and practices for the implementation/adoption of the national curriculum.

D. Curriculum Resourcing

1. Assists the Mathematics Unit with the review/ development of Mathematics and other curriculum resource materials.
2. Interfaces with Publishers of teaching/learning materials as the need arises.
3. Prepare guidelines for the design and development of curriculum materials (including learning resources – electronic and non-electronic).
4. Prepare resource lists from analyzing the formal curriculum.

E. Curriculum Routing and Support

1. Participate in the formulation of policies/guidelines for maintaining the currency and credibility of curriculum and supporting materials for distribution and public education
2. Prepare and review guidelines for the approval of quality learning resources
3. Review protocol for the distribution and/or sharing of curriculum documents and supporting instructional materials
4. Maintaining the agreed system/s for the distribution of curriculum or for its use by members of the public
5. Participate in activities geared at enabling access to current formal curriculum by various stakeholder groups
6. Provide through the appropriate channel, relevant information about the curriculum for public events and/or based on formal requests.

Management/Administrative Responsibilities

1. Ensures that education officers within the Unit submit individual work plans, monthly plans, and monthly and quarterly reports, as well as reports on special activities such as school visits and meetings on a timely basis.
2. Receives, for noting and acting on any instances needing urgent intervention, and for collation into one unit report, the reports of school visits carried out to primary institutions by officers of the unit.
3. Assists in coordinating the orientation of new officers of the Unit.
4. Assists in the coordination of workshops for teachers by ensuring proper needs assessment to inform training objectives and outputs.
5. Assist in the collation of reports from the sub-units to meet the Unit's monthly and quarterly reporting requirements.
6. Assists the ACEO with the development of work plans, budgets and status reports as well as with other administrative activities for the Core Curriculum Unit.
7. Prepares monthly and quarterly reports on activities undertaken.
8. Establishes and implements procedures for the efficient storage and retrieval of document/reports containing important information for the Unit.
9. Ensures that relevant computerized and manual files are maintained for work performed.
10. Attends/participates in regular and special Unit meetings, special committee meetings, meetings for special initiatives and other meetings as assigned; represents the ACEO if required.

Other

11. Performs other related functions assigned from time to time by the ACEO, Core Curriculum.

Performance Standards:

- Curriculum planning, auditing, and development are efficiently performed and the outputs meet the required objectives and standards
- Training is efficiently organized and conducted and trainees are satisfied and are able to apply their new knowledge.
- Schedules, reporting formats and observation instruments developed for visits to primary institutions are easily understood and useful
- Visits to primary institutions are made as scheduled and the objectives of the visits are achieved
- Curricula assessment systems are effective and adequate assistance is given with their implementation
- All new officers receive orientation within the time required
- Information provided on curriculum provisions is timely and accurate.
- Individual work plans, monthly plans, monthly and quarterly reports, and other reports are submitted by officers in a timely manner
- Assistance provided on work plans, budgets, status reports and other administrative activities for the Core Curriculum Unit is timely and a high level of accuracy is maintained
- 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

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

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 analytical, research and problem solving skills and good judgement exercised
- Excellent oral and written communication and reporting skills
- Excellent human relations skills
- Strong planning, organizing and coordinating skills
- Good presentation skills
- Good time management and multitasking skills
- Ability to demonstrate a high level of professionalism and confidentiality
- Exhibits creative abilities
- 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 curricula
- Sound knowledge of standards for the development and assessment of curricula
- Sound knowledge of the Education Act, Code and Regulations
- Sound knowledge of the Child Care and Protection Act, The Revised Staff Orders and the Revised GOJ Procurement Guidelines
- Good knowledge of the Jamaican education system

- Good knowledge of relevant software including the MS Office Suite and the Internet
- Awareness of current pedagogical trends
- An understanding of the Ministry's policy priorities and their relevance to curriculum planning and implementation

Minimum Required Education and Experience

- First Degree in Education or related field
- Trained Teachers Certification
- Four (4) years experience in educational management and leadership to at least the Head of Department /Grade Supervisor level

Authority:

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

Specific Conditions Associated with the Job

- Normal office environment
- May be required to work beyond normal hours in order to meet deadlines
- Travel to local and international conferences/meetings/workshops and to schools/educational institutions to gather data
- Required to possess a valid Driver's Licence and a reliable motor vehicle.

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