



Ministry of
Education, Skills,
Youth & Information

CO 26-109



CAREER OPPORTUNITY

JOB TITLE :

**EDUCATION OFFICER - REGIONAL LITERACY COORDINATORS (GMG/EO 2) - VACANT
SUPERVISION OF SCHOOLS - LITERACY & MATHEMATICS FOUNDATION UNIT- REGIONS 1- 7**

JOB PURPOSE:

Under the general direction of the Regional Senior Education Officer, the Regional Literacy Coordinator is responsible for monitoring and assessing implementation to ensure that appropriate policies and standards are maintained. The incumbent is also responsible for assessment of any risks and recommend risk mitigation strategies.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor Degree in Language
- Teacher Trained Qualifications with at least three (3) years' experience in the teaching of Language at the level of Head of Department
- Experience in curriculum development and implementation will be an asset

REMUNERATION PACKAGE::

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





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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, AUGUST 27, 2026 TO THE ADDRESS 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.



MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
DIVISION OF SCHOOL SERVICES
JOB DESCRIPTION AND SPECIFICATION (Proposed)

JOB TITLE:	Regional Literacy Coordinator
JOB GRADE:	E.O. 2
POST NUMBER:	
DIVISION:	Division of Schools' Services (DSS)
BRANCH:	Regional Foundational Unit
REPORTS TO:	Regional Senior Education Officer, Literacy
MANAGES:	Assistant Education Officer Literacy (Primary/Secondary)

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 direction of the Regional Senior Education Officer, the Regional Literacy Coordinator is responsible for monitoring and assessing implementation to ensure that appropriate policies and standards are maintained. The incumbent is also responsible for assessment of any risks and recommend risk mitigation strategies.

Key Outputs:

- Technical advice provided
- Annual work planned prepared
- Literacy operational plan developed and implemented
- Monthly reports prepared
- Textbooks, instructional material and supplies identified
- Curriculum developed/reviewed/revised
- Staff appraisals conducted

Key Responsibility Areas**Technical /Professional Responsibilities:**

- Directs, coordinates and monitors, the work of the Specialist within the Region ensuring that the literacy programme is being implemented in accordance with national standards;
- Provides quality assurance for the literacy programmes in the Region;
- Directs and coordinates the efforts to implement the National Programme in the Regional Senior Education Officer;
- Reviews and develops strategies for the deployment of resources to underperforming schools to ensure improved performance;
- Manages and coordinates data collection for on-going needs analysis of national examinations, identifying areas and schools in need of improvement;
- Coordinates the training of teachers, principals and conveners within the Quality Education Circles(QEC) to address identified needs;
- Plans and coordinates stakeholder meetings and implements regional activities involving parents and other stakeholders to raise public awareness;

- Provides technical advice to Ministry stakeholders on all matters relating to literacy policy standards;
- Ensure all national literacy strategies are implemented with the Regional Senior Education Officer.
- Prepares reports on Regional Activities to be submitted to the Regional Senior Education Officer.

Performance Standards;

- Individual Work Plan completed in agreed format and within established timeline;
- Instructional support to teachers as it relates to Literacy provided based on agreed
- Coaching, support and guidance provided to teachers based on best practices
- Literacy interventions and assessment monitored based on established guidelines
- Confidentiality, integrity and professionalism are displayed in the execution of all duties and in personal conduct;
- In-depth analyses undertaken and recommendations provided in a timely manner;
- Accurate reports prepared in the stipulated format and submitted by the due date;

INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts:

Within the Ministry of Education

Contact (Title)	Purpose of Communication
Principals/Schools	Provide and obtain information
CEO	To provide information
DECO	To provide information
National Coordinator, Literacy	Collaboration/provide and receive information

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

Contact (Title)	Purpose of Communication
Media	Provide information on matters related to Literacy Education
Other Regions	Collaborations
Teachers	To provide guidance

Required Competencies

Core:

- Excellent time Management and networking skills

- Ability to work proactively as a member of the Literacy Management Team
- Ability to present information to a wide range of audiences
- Proven ability to communicate effectively both orally and in writing

Technical:

- Specialised knowledge of literacy strategies/programmes aimed at raising students' literacy levels
- Knowledge of strategies/methodology aimed at improving the reading level of boys

Minimum Required Education and Experience:

- Bachelor Degree in Language
- Teacher Trained Qualifications with at least three (3) years' experience in the teaching of Language at the level of Head of Department
- Experience in curriculum development and implementation will be an asset

Authority To:

- Conduct site visits
- Provide guidance

Specific Conditions Associated with the Job:

- Required to travel island-wide
- A valid Driver's License and reliable motor car required
- Required to work beyond normal working hours and on weekends and public holidays at times

