



Ministry of
Education, Skills,
Youth & Information

ICO 26-22



CAREER OPPORTUNITY

**EDUCATION OFFICER - VISUAL ARTS (GMC/EO 2) - VACANT
PORTLAND, ST. THOMAS & ST. MARY - REGION 2**

JOB TITLE :

JOB PURPOSE:

Under the direction of the Senior Education Officer the incumbent will monitor the delivery of the Visual Arts Education Programme islandwide and make recommendations to effect improvements in the system.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelors' Degree in Visual Arts.
- Post Graduate in Education
- Trained Teacher Certification
- Six (6) years teaching experience in Visual Arts Education

REMUNERATION PACKAGE:

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





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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 FRIDAY, FEBRUARY , 27 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, SKILLS YOUTH & INFORMATION
DIVISION OF EDUCATIONAL SERVICES
JOB DESCRIPTION AND SPECIFICATION (Present)

JOB TITLE:	Education Officer – Visual Arts Education
JOB GRADE:	GMG/EO 2
POST NUMBER:	
DIVISION:	Educational Services
SECTION/UNIT:	Curriculum & Support Services/Technical And Vocational Unit
REPORTS TO:	Senior Education Officer (Visual Arts Education)
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

Under the direction of the Senior Education Officer the incumbent will monitor the delivery of the Visual Arts Education Programme islandwide and make recommendations to effect improvements in the system.

Key Outputs

- Inputs to the Budget for the Visual Arts Education Section.
- Visual Arts Education Programme monitored.
- School Visits/ follow up visits planned and conducted.
- Technical Advice
- Workshops planned and conducted.
- Reports produced and submitted.
- Individual Work Plan Developed and Implemented.

Key Responsibility Areas

Technical/Professional Responsibilities

- Plans and conducts school visits with a view to :
 - Supervise and assess classroom instructions;
 - Observe adherence to Curriculum; and
 - Assess teachers' and students' performance.
- Discusses students' performance with teachers and administration and make recommendations to effect improvements in national and overseas examinations.
- Prepares reports on school visits, highlighting deficiencies and implications and making recommendations for improving instruction. Submit reports to the Senior Education Officer, Visual Arts Education within agreed timeline.
- Conducts follow-up visits to ensure that that deficiencies are corrected and improved procedures implemented.
- Participates in the organisation and preparation of Agricultural Science subjects for national and overseas examinations.
- Provides technical assistance to the Student Assessment Unit re the maintenance of standards in Visual Arts Education.
- Participates in the development of the Visual Arts Education curriculum. Develops curriculum resource materials to enhance teacher knowledge and enrich classroom instruction.
- Keeps abreast of developments in the field of Education/ Visual Arts Education and utilise findings to effect improvements in the programme delivery.

Management/Administrative Responsibilities

- Participates in the development and review of the Visual Arts Education Programme.

- Contributes to the preparation of the Annual Budget for the Visual Arts Education Section.
- Prepares Individual Work Plan and submits to the Senior Education Officer, Visual Arts Education within the agreed timeframe.
- Maintains collaborative working relationships with Education Officers in the Section with a view to effecting improvements in the delivery of the Visual Arts Education Programme in schools throughout the island.
- Prepares monthly and special reports and submits to the Senior Education, Visual Arts Education.

HR Responsibilities

- Recruits and trains a cadre of teachers to serve as resource personnel, when required.
- Participates in planning and conducting professional development workshops to improve instruction and student performance in Visual Arts Education.
- Intervenes in matters relating to the welfare and professional development of Visual Arts Education Teachers and support staff assigned to the Visual Arts Education Section.

Other

- Performs other related duties as assigned by the Senior Education Officer, Visual Arts Education and the Assistant Chief Education Officer, Technical and Vocational Education.

Performance Standards

- The Work Plan is prepared and submitted to the Senior Education Officer within the agreed timeframe.
- Planned school visits conducted and reports submitted within agreed timeframe.
- Recommendations result in improvements in the delivery of Visual Arts Education.
- Workshops are conducted and result in improvements in classroom instruction.
- Reports are comprehensive and submitted within agreed timeframe.
- Advice given is technically sound.

Internal And External Contacts (specify purpose of significant contacts

Within the Ministry of Education

Contact (Title)	Purpose of Communication
Staff, Core Curriculum Unit	Collaboration on matters relating to the development of the Visual Arts Education curriculum.
Staff, Student Assessment Unit	To provide technical advice relating to developing to performance standards for students.
Education Officers	Collaboration

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

Contact (Title)	Purpose of Communication
Schools/ Colleges	To monitor delivery of the Visual Arts Education programme and conduct workshops/ seminars.

Required Competencies

Core

- Excellent presentation, oral and written communication skills.
- Good problem solving skills and tenacity.
- Good interpersonal skills.
- Research skills.
- Proficiency in the use of relevant computer applications.

Technical

- Thorough knowledge of the Education Code of Regulations.
- Indepth knowledge of the Education Act.
- Indepth knowledge 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.

Minimum Required Education and Experience

- Bachelors' Degree in Visual Arts.
- Post Graduate in Education
- Trained Teacher Certification

Plus

- Six (6) years teaching experience in Visual Arts Education.

Authority

- To recommend policies and procedures relevant to Visual Arts Education.
- 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

Specific Conditions Associated With the Job

- Required to travel extensively throughout the island.
- 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

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Manager/Supervisor

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