



**Ministry of Education, Skills, Youth and Information**  
**CAREER OPPORTUNITIES**  
**MONTEGO BAY REGIONAL OFFICE- REGION 4**

**JOB TITLE : HUMAN RESOURCE OFFICER- NON-ACADEMIC (GMC/AM 3) - 2 VACANT POSITIONS**  
**SCHOOLS' HUMAN RESOURCE MANAGEMENT SECTION**

**JOB PURPOSE:**

Under the general supervision of the Senior Human Resource Officer, the Human Resource Officer - NonAcademic is responsible for administration of the HR function of staffing and workforce planning for administrative and ancillary staff in assigned educational institutions in the region in accordance with agreed protocols, union agreements and procedures.

**REQUIRED EDUCATION AND EXPERIENCE**

Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;  
Two (2) years' experience in a Human Resource Management environment.

OR

Associate Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;  
Five (5) years' experience in a Human Resource Management environment.

**REMUNERATION PACKAGE:**

**\$2,190,302.00- \$2,945,712.00 per annum**





CO 26-23



## Ministry of Education, Skills, Youth and Information **CAREER OPPORTUNITIES**

Interested persons are invited to submit applications and résumés addressed to the following no later than Friday, February 27, 2026:

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.](#)**

The job description is attached.



**MINISTRY OF EDUCATION & YOUTH  
REGIONAL EDUCATIONAL SERVICES DIVISION  
JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Human Resource Officer – Non-Academic
<b>JOB GRADE:</b>	GMG/AM 3
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Division of Schools' Services /Regional Educational Services
<b>SECTION/UNIT:</b>	Human Resource Management
<b>REPORTS TO:</b>	Senior Human Resource Officer
<b>MANAGES:</b>	N/A

**Job Purpose**

Under the general supervision of the Senior Human Resource Officer, the Human Resource Officer - NonAcademic is responsible for administration of the HR function of staffing and workforce planning for administrative and ancillary staff in assigned educational institutions in the region in accordance with agreed protocols, union agreements and procedures.

**Key Outputs**

- Schools staffing (Non-Academic) actions (appointments, acting, transfers, special assignment, secondment, etc) processed
- Submissions to HR Committee prepared
- Compensation processes and procedures completed
- Schools' HR statistics and reports prepared
- Schools' HR audits conducted
- Technical advice provided
- Annual/Quarterly/Monthly performance reports prepared
- Individual work plans developed

## **Key Responsibility Areas:**

### **Technical / Professional Responsibilities:**

- Processes request for non-academic staffing (appointments, acting, promotions for academic staff) in the Region by:
  - Checking appointment forms and supporting documents for accuracy;
  - Verifying existence of vacancies;
  - Dispatching approved appointment forms and letters to respective schools;
- Administers the Schools' Human Resource policies and procedures in keeping with the MoFPS SHRMD policies and the Public Service Regulations;
- Assesses assigned educational institutions workforce requirement in order to meet the needs of the Region's and MoEY's objectives;
- Conducts research on related recruitment and general staffing issues as directed to inform HR Planning and analysis in the region;
- Reviews and validates submissions from educational institutions concerning non-academic staff appointments and related actions;
- Collaborates with internal and external stakeholders to facilitate a high volume of recruitment and employment applications to ensure recruitments are completed in a timely manner and are consistent with public sector procedures and regulations;
- Participates in the design, review/modification of tools and instruments geared at supporting the recruitment processes, i.e. assessment centres, interview questions, assessment rubrics, scoring regimes, etc.;
- Assists in the coordination of the recruitment processes such as advertisement, assessment of applications, administering of assessment centre, arrangement of interview in assigned educational institutions;
- Provides assistance with shortlisting of candidates and preparing for and arranging interviews in educational institutions;
- Develops submissions (including probationary performance reports for permanent appointments) for consideration by the appropriate Committee;
- Advises the Schools Financial Unit/Payroll Section regarding staff appointments, promotions, assignments, transfers separations in accordance with directives of the HR Committees or any related committee;
- Prepares documentation for submission to the Disciplinary Committee for employees who are in constant breach of HR policies and procedures;
- Provides support in conducting and documenting background checks on prospective candidates for educational institutions;
- Provides timely and accurate reports on recruitment and staffing statistics across the Educational Institutions in the region;
- Conducts of Schools HR audits to assess HR records management conditions/practices, verification of adherence to compensation/salary guidelines/rules and related activities;
- Assists with the coordination and conducts onboarding and orientation programmes by developing schedules, coordinating logistics and any other related duties to foster positive attitude toward the MoEY's/Region's organizational objectives concerning educational institutions;
- Keeps abreast of trends and changes in operations management and service delivery and

recommends/implements changes where necessary to improve the service quality and productivity of the Schools HR Section and organization.

## OTHER

- Performs other related duties as assigned from time to time by the Manager.

## **Performance Standards**

- Schools staffing (non – academic) actions (appointments, acting, transfers, special assignment, secondment, etc) processed in accordance with the established procedures/standards and timelines;
- Submissions to HR Committees prepared are in keeping with the agreed standards, established HR practices and timelines;
- Compensation processes and procedures completed in accordance with the MOFPS – SHRMD guidelines and timelines;
- Schools' HR statistics and reports prepared are evidence-based, completed in accordance with agreed standards and timelines;
- Schools' HR audits conducted are evidence-based, completed in accordance with agreed standards and timelines;
- Recommendations and or advice provided are evidence-based (supported by qualitative/quantitative data) and delivered within agreed timeframes.
  - Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
  - Individual Work Plans developed in conformity to established standards and within agreed timeframes;
  - Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

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

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Teachers' Salaries/Payroll Unit	Salary query etc.
Other sections within the Region	Information and Clarification
Other Regional Offices	Information and Clarification
Schools Human Resource Central Ministry	To Obtain and provide Information

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Principals, Teachers, Bursars and Secretaries	Liaises on matters relating to employment and conditions of service of teachers.
Ministry of Finance & the Public Service	Collaboration on matters relating to study leave.
University Council of Jamaica	Accreditation of programmes

Contact (Title)	Purpose of Communication
School Boards	To obtain information

### **Required Competencies**

#### **Core**

- Ability to provide good customer service
- Good oral and written communication skills.
- Ability to pay attention to details
- Confidentiality consistently demonstrated

#### **Technical**

- Knowledge of the principles of public sector management;
- Knowledge of Human Resource Management principles and practices;
- Knowledge of the Education Code of Regulations
- Working knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD - Trade Union, Staff Agreements Association and Public Service Regulations
- Knowledge of the Ministry's Policies, Rules and Guidelines
- Excellent presentation skills;
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Ability to work independently and make sound and reasoned decisions;

### **Minimum Required Education and Experience**

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;
- Two (2) years' experience in a Human Resource Management environment.

**OR**

- Associate Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;
- Five (5) years' experience in a Human Resource Management environment.

Human Resource Officer – Non - Academic Staff  
Human Resource Management Unit

**Authority To:**

- access confidential employee records

**Specific Conditions Associated With the Job**

- Normal office working conditions
- required to work beyond normal working hours to complete assignments