



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

HUMAN RESOURCE OFFICER - NON ACADEMIC (GMG/AM 3)
KINGSTON REGIONAL OFFICE, REGION 1 - ONE (1) POST (VACANT)
MONTEGO BAY REGIONAL OFFICE, REGION 4 - TWO (2) POSTS (VACANT)
MANDEVILLE REGIONAL OFFICE, REGION 5 - ONE (1) POST (VACANT)
CLARENDON REGIONAL OFFICE, REGION 7 - TWO (2) POSTS (VACANT)

JOB PURPOSE:

Under the general supervision of the Senior Human Resource Officer the incumbent is responsible for processing appointments for non - academic staff, contractual provisions for temporary and project staff and processing other Human Resource functions relating to non-academic, temporary and project staff in the Region accurately and 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

- Diploma in Human Resource Management, Public/Business Administration;
- Three (3) years' experience in a Human Resource Management environment.

REMUNERATION PACKAGE:

GMG/AM 3 Salary Scale/ Pay Band : \$2,190,302 -
\$2,945,712 per annum





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Interested persons are invited to submit applications with résumés no later than Friday, June 20, 2025 to the address presented below.

Director – Human Resource Management
Ministry of Education, Skills, Youth & Information
2 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 to this email.



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

| | |
|-------------------------|--|
| JOB TITLE: | Human Resource Officer, Non- Academic (x2) |
| JOB GRADE: | GMG/AM 3 |
| POST NUMBER: | |
| DIVISION/BRANCH: | Division of Schools' Services /Regional Educational Services |
| SECTION/UNIT: | Human Resource Management, Non - Academic |
| REPORTS TO: | Senior Human Resource Officer - Non Academic |
| 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 general supervision of the Senior Human Resource Officer the incumbent is responsible for processing appointments for non - academic staff, contractual provisions for temporary and project staff and processing other Human Resource functions relating to non-academic, temporary and project staff in the Region accurately and in accordance with agreed protocols, union agreements and procedures.

Key Outputs

- Annual work plan prepared
- Non- Academic staff appointments, resignations and other HR administrative requests processed
- Contract provisions for project and temporary non-academic staff prepared
- Records Management System updated
- Study leave Bond Agreements checked and completed
- Teacher tuition refund applications checked and verified.
- Salary Adjustments for appointments, upgrades and others prepared
- Register of non-academic staff maintained.

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Processes appointments for Non-academic staff in the Region by:
 - Checking appointment forms and supporting documents for accuracy;
 - Verifying existence of vacancies;
 - Submitting to the Director Schools' Human Resource/ Regional Director for approval.
 - Dispatching approved appointment forms and letters to respective schools.
 - Determining compensation package after perusal of files.
- Prepares files and data for submission to the Evaluation of Qualification Committee;
- Prepares and completes Loan Agreements and ensures that they are signed by all Non-academic staff granted study leave;
- Calculates the bond amounts and ensure supporting documents are attached and verified;
- Checks refund applications forms to ensure all supporting documents are attached and request where necessary for missing documents;

- Prepares salary adjustment breakdown to Accounts Division and Bursars for Upgrading of Qualifications by the Evaluation of Qualifications Committee (E.Q.C) and other request.
- Maintains an updated Records Management System both electronically and manually for Human Resource records relating to non-Academic staff in public education institutions in the Region.
- Maintains a Register of all non-academic staff in the Region, ensuring that pertinent information in respect of teachers is entered and updated;

OTHER

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

Performance Standards

- Non - academic Staff appointments processed in accordance with approved procedures.
- Non-academic staff Register maintained.
- Non-academic staff files maintained with current and accurate records
- Confidentiality of information obtained on the job is preserved.
- Bond amounts are accurately calculated;
- Assignments accurately completed within agreed timelines.
- Good customer service skills displayed at all times.
- Salary computation accurately completed and submitted on time

Internal And External Contacts (specify purpose of significant contacts)

Within the Ministry of Education

| Contact (Title) | Purpose of Communication |
|---|-----------------------------------|
| Accounts Division | 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

| Contact (Title) | Purpose of Communication |
|---|--|
| Principals, non-academic staff, 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 |

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

| 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

- In-depth knowledge of Trade Union and Staff Agreements Association
- Knowledge of the Education Code of Regulations
- Knowledge of the Ministry's Policies, Rules and Guidelines
- Knowledge of Computer operations- Microsoft Office Suite/Electronic database. eg. Orange HR etc

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

- Diploma in Human Resource Management, Public/Business Administration;
- Three (3) years' experience in a Human Resource Management environment.

Authority To:

- access confidential employee records

Specific Conditions Associated With The Job

- Normal office working conditions

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

- required to work beyond normal working hours to complete assignments

Validation of Job Description

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