



MINISTRY OF EDUCATION, SKILLS, YOUTH AND INFORMATION
CAREER OPPORTUNITIES
CORPORATE SERVICES DIVISION

**JOB TITLE: TRAINING AND DEVELOPMENT OFFICER (GMG/AM 4)-
(NOT VACANT)**

JOB PURPOSE

Under the general supervision of the Senior Training & Development Officer, the Training & Development Officer is responsible for coordinating the design, development, implementation and evaluation of training programmes to meet the professional development needs of the Ministry's staff.

REQUIRED EDUCATION AND EXPERIENCE

Bachelor's Degree in Human Resource Management/Public/Business Administration or related field with at least two (2) years working in a related field

REMUNERATION PACKAGE:

Pay Band-6: \$2,803,771.00 - \$3,770,761.00
per annum





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 Tuesday, July 8, 2025:

Director – Human Resource Management
Ministry of Education & Youth
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.



**MINISTRY OF EDUCATION & YOUTH
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Training & Development Officer
JOB GRADE:	GMG/AM 4
POST NUMBER:	
DIVISION/BRANCH:	Corporate Services/Human Resource Management and Development
SECTION:	Human Resource Development
REPORTS TO:	Senior Training & Development Officer
MANAGES:	N/A

Job Purpose:

Under the general supervision of the Senior Training & Development Officer, the Training & Development Officer is responsible for coordinating the design, development, implementation and evaluation of training programmes to meet the professional development needs of the Ministry's staff.

Key Output:

- Future and current Training needs identified/assessed
- Training sessions/workshops organized/conducted/evaluated
- Government Ministries/Agencies/Professional Institutions liaised with
- Orientation sessions coordinated/conducted
- Training opportunities identified/communicated
- Application for training courses processed
- Post-training feedback provided
- Training schedules developed/maintained
- Annual Work plan developed

Key Responsibility Areas:

Technical/Professional Responsibilities:

- Identifies and assess future and current training needs in collaboration with annual performance appraisals and in consultation with line managers to meet the professional development needs of relevant staff, and the enhancement of their job functions;
- Ensures that staff is suitably notified of training programmes available locally and overseas;
- Liaises with other Government Ministries, Agencies and Professional Institutions regarding matters of access to and participation in training programmes and conferences locally and overseas;
- Coordinates essential courses with technical and professional courses offered by the various institutions and assign training procedures;
- Organizes ongoing technical training and personal development programmes for staff members, in collaboration with the Senior Training & Development Officer;
- Coordinates and conducts orientation sessions and arrange for on-the-job training for new employees;
- Provides formal and informal feedback to Senior Training & Development Officer and staff on training programmes attended;
- Maintains an inventory of training equipment and materials;
- Develops and maintains, in collaboration with the Senior Training & Development Officer, training schedule to ensure proper order and functionality at all times;
- Processes the applications of staff to attend external training programmes/courses;
- Performs other related duties as assigned by the Senior Training & Development Officer.

Performance Standards:

- Future and current Training needs identified and assessed are appropriate in meeting identified needs and training objectives;
- Training sessions and workshops are efficiently and effectively organized and delivered to optimize participation and training outcomes;
- Staff is notified in a timely manner of training opportunities and schedules, utilizing the most appropriate means of communication;
- Feedback given on training outcomes are informed by the results of post-training evaluation and designed to foster the further development of staff;
- Training courses applications processed in accordance with the established procedures and submitted to the appropriate public entity/educational institutions within the required time frame;
- Materials procured for training programmes are appropriate with due consideration to training objectives, target group and the need for prudence in expenditure;
- A comprehensive training schedule developed and efficiently maintained.

Internal and External Contacts (specify purpose of significant contacts):

Contacts within the Ministry

Contact (Title)	Purpose of Communication
Unit Heads/Regional Offices	Re training programmes and activities
Staff	To provide and obtain information

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

Contact (Title)	Purpose of Communication
Government Ministries; Agencies; Professional Associations	Re programmes of training/study and conferences

Required Competencies:**Core:**

- Well developed interpersonal, verbal and written communication skills
- Well developed oral presentation skills
- Well developed planning and organizing skills
- Ability to build and maintain effective and collaborative working relationships at all levels within the Ministry and with external interest groups
- Ability to demonstrate a high level of initiative, professionalism and confidentiality
- Detail and results oriented

Technical:

- Knowledge of the Education Act and Regulations and relevant policies and procedures
- Sound knowledge of Government of Jamaica Human Resource Management policies and practices
- Working knowledge of planning, developing, facilitating and delivering training programmes
- Proficiency in the use of relevant MS Office applications

Minimum Required Education and Experience:

- Bachelor's Degree in Human Resource Management/Public/Business Administration or related field with at least two (2) years working in a related field

Authority To:

- To access confidential information

Specific Conditions Associated with the Job:

- Normal Working conditions
- Required to travel away from base from time to time to facilitate training activities
- Required to possess a Drivers Licence & motor vehicle

