



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

LOGISTICS COORDINATOR (GMC/AM 4) - VACANT NATIONAL COLLEGE OF EDUCATIONAL LEADERSHIP

JOB TITLE :

To manage all logistical issues related to training sessions, workshops, meetings, and other activities of NCEL; provide support in the engagement of all service providers; provide operational support to Assessors during the course of assessments; receive and process requests for transcripts; and prepare letters, reports and other documents requested.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Supply Chain Management/Logistics or equivalent qualifications;
- Certification in Procurement;
- At least two (2) years' experience in a similar position;

REMUNERATION PACKAGE:

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





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ICO 26-86

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 WEDNESDAY, JULY 8, 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



**NATIONAL COLLEGE OF EDUCATIONAL LEADERSHIP
JOB DESCRIPTION AND SPECIFICATIONS**

JOB TITLE:	Logistics Coordinator
JOB GRADE:	TBD
POST NUMBER:	
SECTION/UNIT	Programmes Administration
REPORTS TO:	Programmes Administrator
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 Branch/Division

Date

Date received in Human Resource Management Branch

Date Created/revised

Strategic Objectives of the National College of Educational Leadership (NCEL)

Job Purpose

To manage all logistical issues related to training sessions, workshops, meetings, and other activities of NCEL; provide support in the engagement of all service providers; provide operational support to Assessors during the course of assessments; receive and process requests for transcripts; and prepare letters, reports and other documents requested.

Key Outputs:

- Logistics for meetings, training sessions, workshops and assessments managed
- Administrative support for assessment meetings provided
- Site visits conducted;
- Inventory of supplies maintained;
- Storeroom secured;
- Schedules of completed assessments prepared
- Requests for transcripts received and processed
- Assessment reports and status letters prepared;
- Records kept on training schedules, venues and durations for relevant programmes
- Reports on activities prepared and relevant files maintained

Key Responsibility Areas:

Technical / Professional Responsibilities

- Manages the logistics needed to support meetings, training sessions, workshops and Assessors in conducting assessment of school and system leaders, this includes the arrangement of accommodation, subsistence and transport, where needed.
- Liaises with officers in the Programmes unit to ensure their needs for training sessions, workshops, meetings and other activities are adequately met.
- Undertakes site visits to determine appropriateness for the needs of NCEL.
- Provides administrative support for assessment meetings including arrangement of meeting rooms, equipment and materials required.
- Manages procurement of goods and services for the Organization;
- Maintains inventory of goods of NCEL;
- Prepares the schedule of completed assessments to inform contracted Assessors of payments.
- Receives and processes requisition requests;
- Updating of the internal logistics capacity resource database;
- Manages storeroom and issues goods in accordance with stipulated guidelines
- Liaises with Assessors throughout their period of engagement and provides a point of contact within NCEL throughout the assessment process; this includes provision of telephone assistance to inspection teams in the field, referring issues to the relevant NCEL personnel for resolution.

- Provides support to the Programme Administrator in engaging service providers to work on a contractual basis.

Management / Administrative Responsibilities

- Records training schedules, venues and durations for a given programme.
- Prepares reports on activities at required intervals.
- Maintains relevant computerized and manual files on work performed.

Other

- Performs other related functions assigned from time to time by the Programmes Administrator.

Performance Standards:

- Logistics for meetings, training sessions, workshops and assessments managed
- Administrative support for assessment meetings provided
- Site visits conducted;
- Inventory of supplies maintained;
- Storeroom secured;
- Schedules of completed assessments prepared
- Requests for transcripts received and processed
- Assessment reports and status letters prepared;
- Records kept on training schedules, venues and durations for relevant programmes
- Reports on activities prepared and relevant files maintained

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

Contacts within the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Programmes Officers	Determining and fulfilling requirements for training sessions, workshops, meetings, etc.

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

Contact (Title)	Purpose of Communication
Hotels & Conference Facilities and Other	Booking of venues for meetings, workshops and other events
Assessors/Service Providers	Facilitating the engagement of these services as well as the conduct of related activities

Required Competencies:

Core

- Excellent organizing/coordinating and problem solving skills
- Excellent customer service skills
- Strong interpersonal skills – teamwork/ cooperation
- Strong time management and multitasking skills
- Strong negotiating skills
- Excellent oral and written communication skills
- Detail oriented
- Ability to work effectively in stressful and time sensitive scenarios
- Ability to demonstrate a high level of professionalism

Technical

- Sound knowledge of event planning and management
- Good knowledge of budgeting
- Good knowledge of administrative policies and procedures set by the Division and the organization
- Proficiency in the use of relevant computer applications

Minimum Required Education and Experience

- Bachelor's Degree in Supply Chain Management/Logistics or equivalent qualifications;
- Certification in Procurement;
- At least two (2) years' experience in a similar position;

Authority

- N/A

Specific Conditions Associated with the Job

- Normal office environment
- May be required to work beyond normal hours in order to meet deadlines
- Required to travel to potential sites for meetings, conferences, workshops, etc.

Validation of Job Description

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

Handwritten signature and date: 09-25-16