



Ministry of  
Education, Skills,  
Youth & Information

## CAREER OPPORTUNITY

### **MANAGER, RESEARCH, MONITORING AND EVALUATION (GMG/SEG 2) - VACANT YOUTH AND ADOLESCENTS POLICY DIVISION**

#### **JOB TITLE :**

Under the general direction and supervision of the Senior Director, Youth and Adolescents Policy Division, the incumbent ensures the programmes, projects and activities under the Division and those in partnership are effectively and efficiently monitored and evaluated. Research conducted under the Division should be in compliance with all ethical standards and criteria.

#### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor of Science Degree in Social Sciences or equivalent qualifications;
- At least two (2) years job experience in Research;
- A Master's Degree in related field is highly desirable.

#### **REMUNERATION PACKAGE:**

Salary Scale: \$4,266,270 to \$5,737,658 per annum  
Pay Band 8





Ministry of  
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ICO 26 - 29

FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 65883 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, MARCH 20, 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  
CENTRAL MINISTRY  
JOB DESCRIPTION AND SPECIFICATION (Present)**

<b>JOB TITLE:</b>	Manager, Research, Monitoring and Evaluation
<b>JOB GRADE:</b>	GMG/SEG 2
<b>POST NUMBER:</b>	63990
<b>DIVISION:</b>	Youth and Adolescents Policy Division
<b>REPORTS TO:</b>	Senior Director, Youth and Adolescents Policy Division
<b>MANAGES:</b>	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 direction and supervision of the Senior Director, Youth and Adolescents Policy Division, the incumbent ensures the programmes, projects and activities under the Division and those in partnership are effectively and efficiently monitored and evaluated. Research conducted under the Division should be in compliance with all ethical standards and criteria.

## **KEY OUTPUTS**

- Research designed and developed
- Stakeholder Analysis report prepared
- Monitoring and Evaluation reports prepared
- Divisional Communication Plan developed and implemented
- Sound advice and technical support provided
- Annual Workplan prepared

## **KEY RESPONSIBILITY AREAS**

### **Technical/Professional Responsibilities**

#### **Research**

- Provides specialized expertise on formative research (qualitative and quantitative) that can support the identification and analysis of issues, challenges and opportunities among youth;
- Collaborates on the design, development of research and analysis to identify youth issues that will inform the formulation of youth policies, programmes and intervention for youth development;
- Leads and/or collaborates with Director, Youth Programmes in conducting research within parishes to ascertain Parish data and status on youth relevant information to inform parish interventions and programmes;
- Coordinates and supports finalization of quantitative and qualitative data collection tools with the Programme Development Unit (PDU) and the Policy Analyst;
- Leads compilation, analyses and consolidates of cross-parish data in coordination with the PDU, Policy Analyst, Youth Programme Director and Divisional Director that will inform programme and/or activity adjustment where necessary;
- Collaborates with PDU in the development of data collection tools, tracking log frame indicators, undertaking monitoring, evaluation, and analysing their data and information, and consolidating information for reporting and tracking progress on programmes and projects;
- Supports PDU in analysing data and information to inform programme adjustments and/or adaptations;
- Provides comparative data analysis of regional and international statistics, by creating annual reports and publications;
- Develops for the Division/Ministry technical papers and publications on Positive Youth Development and relevant youth related issues.
- Leads activities to facilitate knowledge transfer and management on data collection and analysis of youth status and issues.

### **Monitoring and Evaluation**

- Supports the development of Monitoring and Evaluation (M&E) frameworks and research plans to guide research and M&E activities pertaining to the Division and the Youth Information Centres (YICs).
- Leads on the development of key performance indicators and means of assessment against these indicators for the Division and the YICs.
- Develops and/or adapt practical monitoring and reporting tools for use in the YICs.
- Conducts periodic data verification exercises to ensure overall quality and accuracy of data being captured in the YICs;
- Ensures monthly, quarterly, annual Monitoring and Evaluation Report is prepared in submitted to Senior Director, Youth and Adolescent Policy Division.

### **Management Responsibilities**

- Assists in the development, implementation and monitoring of the Division's corporate/operational plans and annual budget.
- Attends meetings and represents the Ministry at conferences, seminars and other fora as required.
- Conducts Stakeholder Analysis to assist in the development of a Communication Plan that will drive the communication between the Division and its key stakeholders.

### **Other Responsibilities**

- Represents the Division at meetings/conferences/workshops as required.
- Undertakes any other reasonable duties as may be requested from time to time.

### **PERFORMANCE STANDARDS**

- Stakeholder Analysis conducted and report accurately prepared in keeping with established guidelines and agreed criteria and timeline;
- Monitoring and Evaluation Reports accurately prepared in keeping with established guidelines and agreed criteria and timeline;
- Research conducted within stipulated periods and reports accurately prepared in keeping with established guidelines and agreed criteria and timeline;
- Divisional Communication Plan submitted accordingly to agreed criteria and timeline;
- Sound advice and technical support provided;
- Individual work plan developed in time specified and targets are specific, measurable, attainable, resourced and time bound;
- Sound and prudent advice/recommendations given well researched and in keeping with existing policies and regulations;
- Harmonious relations are maintained with staff members and external contacts.

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

<b>POSITION TITLE</b>	<b>PURPOSE OF COMMUNICATION</b>
Senior Director/Division Head	To receive guidance and provide information.
Internal Stakeholders (Heads of Division/Directors in the Ministry and assigned Departments/Agencies)	To obtain/share information and data through collaboration and synergies.

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

<b>POSITION TITLE</b>	<b>PURPOSE OF COMMUNICATION</b>
Planning Institute of Jamaica (PIOJ)	To receive and provide information
Statistical Institute of Jamaica (STATIN)	To receive and provide information
Regional Stakeholders	Project collaboration and stakeholder networking
International Stakeholders	Project collaboration and stakeholder networking.

**REQUIRED COMPETENCIES****Core Competencies**

- Oral and written communication skills
- Analytical thinking
- Problem solving and decision making
- Planning and organizing
- Team work and cooperation
- Integrity
- Interpersonal skills
- Customer and quality focus
- Managing external relationships

**Technical Competencies**

- Sound knowledge of research, policy design and reporting
- Sound knowledge of interpreting, analysing qualitative and quantitative statistics and presenting statistical data
- Knowledge of programme, project development and management skills
- Ability to manage external relationships
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems (statistical tools and techniques)

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

- Bachelor of Science Degree in Social Sciences or equivalent qualifications;
- At least two (2) years job experience in Research;
- A Master's Degree in related field is highly desirable.

### **Special Conditions Associated with the Job**

- Extensive Island-wide travel
- Extended working hours
- Must be the holder of a valid driver's license

### **Authority**

- N/A

## Validation of Job Description

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

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Date Created/revised