



Ministry of
Education, Skills,
Youth & Information

ICO 26-20



CAREER OPPORTUNITY

SENIOR EDUCATION OFFICER - AGRICULTURE EDUCATION (GMC/EO 3) - VACANT
MINISTRY OF EDUCATION SKILLS, YOUTH AND INFORMATION - CANEWOOD

JOB TITLE :

JOB PURPOSE:

Under the direction of the Assistant Chief Education Officer, the Senior Education Officer in Agricultural Education will be responsible for providing technical leadership, policy guidance and oversight in planning, development, implementation and quality assurance of agricultural education and training programmes. The incumbent will be responsible for providing leadership, technical guidance and policy guidance in the planning, development implementation and evaluation and support for agricultural programmes in schools, develop work plans, monitoring implementation, training staff, and managing budgets focusing on integrating modern agricultural practices into the curriculum for student readiness in accordance with the National Education policies, and curriculum standards.

REQUIRED EDUCATION AND EXPERIENCE

Master's degree in Agricultural Education or equivalent qualifications

- Five (5) years teaching experience
- Two (2) years of related work experience in a supervisory position.
- Trained Teacher Certification

REMUNERATION PACKAGE::

\$9,172,508.00 to \$11,741,586.00 per annum





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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 FRIDAY, FEBRUARY 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, YOUTH, SKILLS & INFORMATION
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Senior Education Officer – Agricultural Education
JOB GRADE:	GMG/EO 3
POST NUMBER:	
DIVISION/BRANCH:	Division of Schools Services
SECTION/UNIT:	Curriculum & Support Services/Technical And Vocational Unit
REPORTS TO:	Assistant Chief Education Officer
MANAGES:	Education Officer

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 direction of the Assistant Chief Education Officer, the Senior Education Officer in Agricultural Education will be responsible for providing technical leadership, policy guidance and oversight in planning, development, implementation and quality assurance of agricultural education and training programmes. The incumbent will be responsible for providing leadership, technical guidance and policy guidance in the planning, development implementation and evaluation and support for agricultural programmes in schools, develop work plans, monitoring implementation, training staff, and managing budgets focusing on integrating modern agricultural practices into the curriculum for student readiness in accordance with the National Education policies, and curriculum standards.

Key Outputs:

- Development of curricula and support materials coordinated and executed
- School visits and on-site interventions planned, coordinated and executed
- Resource teachers prepared to assist with teacher training
- Training material for teacher training designed and developed
- Materials to support the National Curriculum for Agricultural Education developed
- Advice and information on curriculum implementation and other curriculum related matters provided
- The development of assessment systems and assessment of curricula coordinated
- Inputs made to the Unit's budgets, status reports and work plans; and the Division's corporate and action plans
- Staff goals and objectives established and communicated
- Staff training and development undertaken, and welfare needs addressed
- Performance management undertaken
- Systems and procedures for the Unit documented and disseminated
- Recommendations made for staff recruitment, selection and movement

Key Responsibility Areas:

Management / Administrative Responsibilities

- Participates in the development and review of the Agricultural Education Programme.
- Participates in developing the Operational plan for the Technical and Vocational Unit and oversees the Agricultural Education Programme work plan and budget.

- Supervises Education Officers providing mentorship, coaching and performance appraisal to ensure that the departmental objectives are met.
- Oversees activities, monitors curriculum compliance and objectives are met
- Provides direction and guidance in the development and implementation of the Work Plan and Budget for the Agricultural Education Section.
- Monitors the activities of the Education Officers to ensure that objectives are achieved.
- Formulate, review and implement policies, guidance and strategies for agricultural education and training within the education system
- Ensure alignment of agricultural education programmes with Ministry's policies, skills development strategies.
- Establish and monitor standards for teaching, learning and assessment in agricultural education.
- Conduct inspections, evaluations and support supervision of agricultural education institutions and schools.
- Ensures compliance with national, regional and international education standards and regulations.
- Promotes research, innovation and best practices in agricultural education and training
- Provides specialized technical advice relating to agricultural education and training, including new technologies such as smart greenhouses into school farms
- Maintains collaborative working relationships with Education Officers in the Section with a view to effecting improvements in the delivery of the Agricultural Education Programme in schools throughout the island.

Technical/Professional Responsibilities

- Participates in the development and implementation of the Agricultural Education curriculum.
- Guides the development of curriculum support materials to enhance teachers' knowledge and students' performance.
- Reviews, selects and recommends textbooks, resource textbooks and materials to schools and publishers.
- Develops and implements mechanisms to monitor and report on the Agricultural Education Programme in Secondary Schools.
- Reviews reports on school visits submitted Education Officers and makes necessary interventions to ensure that deficiencies are corrected, procedures are improved and standards adhered to.

- Facilitates follow-up visits to ensure that recommendations are implemented.
- Evaluates student and teacher performance and makes recommendations to the Assistant Chief Education Officer, Technical and Vocational Education.
- Visits schools to observe programme and delivery, inspect the physical facilities and discuss on-going programmes and to gain awareness of particular needs or problems and makes recommendations, as necessary.
- Serves as resource person to schools in matters relating to delivery, facilities, equipment and supplies necessary for improving and maintaining instruction.
- Collaborates with educational institutions involved in training Agricultural Education teachers in order to ensure that standards are maintained.

HR Responsibilities

- Develops and manages the performance of the Agricultural Education Section and its staff, through coaching, mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance.
- Ensures that staff assignments are clearly defined and communicated to staff.
- Participates in the recruitment and selection of staff, and recommends movement when appropriate
- Recommends/ administers disciplinary action in keeping with established human resource policies;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations
- Conducts performance appraisals of staff supervised for required purpose and at required intervals

Other

- Performs other related duties as assigned by the Assistant Chief Education Officer.

Performance Standards:

- Key deliverables such as Work Plan, Budget and reports are produced within agreed timeframe and to the required standards as set by the Assistant Chief Education Officer.
- Recommendations result in improvements in instruction and student performance.
- Monitoring mechanisms are implemented to ensure that established standards are maintained.
- Advice given is technically sound and results in improvements in Agricultural Education
- Reports are comprehensive and submitted within agreed timeframe.

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

Contact (Title)	Purpose of Communication
Heads of Departments and Units	Policy coordination and implementation
Government Ministries and Agencies	To collaborate coordination and alignment of agricultural education and training programmes.
Staff, Core Curriculum Unit.	Collaboration on matters relating to development and review of curriculum for Agricultural Education
Staff, Student Assessment Unit	To provide technical assistance in developing performance standards for students.
Senior Education Officers - Secondary Education	To discuss issues relating to performance of schools.
Finance Division	Budget preparation and review.

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

Contact (Title)	Purpose of Communication
Schools/ Colleges	To collaborate to ensure standards in Agricultural Education are maintained and to monitor programme delivery.
Examination and Certification	Collaboration and Research to align the Agricultural Education with university programmes
Public/ private sector organisations	To collaborate on matters relating to professional development of teachers.

Required Competencies:

Core

- Strong interpersonal, leadership and motivational skills.
- Excellent communication, social and collaborative skills.
- Good analytical and problem solving skills.
- Proficiency in the use relevant computer applications.
- Proficiency in Project Management and Data Analysis

Technical

- Thorough knowledge of the Education Code of Regulations.
- In-depth knowledge of the Education Act.
- In-depth knowledge of Agricultural Education, pedagogy and curriculum design.
- Knowledge of the policies and procedures of the Ministry of Education and the Technical and Vocational Unit.
- Knowledge of Management Principles and Practices.

Minimum Required Education and Experience

- Master's degree in Agricultural Education or equivalent qualifications
- Five (5) years teaching experience
- Two (2) years of related work experience in a supervisory position.
- Trained Teacher Certification

Authority To:

- Recommend policies and procedures relevant to Agricultural Education
- Provide technical guidance and professional advice on agricultural education
- Supervise and support Education Officers
- Coordinate curriculum development, reviews and implementation activities
- Conduct monitoring, inspections and quality assurance of agricultural education programmes
- Recommend vacation leave and approves sick and departmental leave for staff and participates in the administration of staff benefits in keeping with established human resource policies;

Specific Conditions associated with the job

- Normal office environment.
- Required to travel extensively throughout the island,
- Required to possess a valid Driver's Licence and a reliable motor vehicle.
- Required to work beyond normal work hours in order to meet deadlines.

Validation of Job Description

This document is validated as an accurate and true description of the job described herein

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised