



Ministry of  
Education, Skills,  
Youth & Information

ICO 26-129

## CAREER OPPORTUNITY

**JOB TITLE : ASSESSMENT DEVELOPMENT OFFICER, TESTING, ASSESSMENT AND MATERIAL DEVELOPMENT (GMG/SEG 1) X 6- VACANT  
NATIONAL COUNCIL ON TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (NCTVET)**

Under the supervision of the Manager, Test Development, the Assessment Development Officer is responsible for developing assessment tools; administering paper based and online assessments; providing technical support to institutions and independent candidates; planning and delivering training to suppliers (item writers, reviewers, external verifiers, assessors, teachers, etc.); and assessing persons in the local and regional TVET system.

### REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Education Management, Management Studies or equivalent disciplines;
- OR
- NVQ-J Level 5 in disciplines such as: TVET, Testing and Measurement or Education;
- At least three (3) years' experience in an Academic environment, managing Examination processes or its equivalent.

### REMUNERATION PACKAGE:

Salary Scale/ Pay Band 7 : \$3,501,526.00 -\$4,709,163.00 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, SEPTEMBER 25, 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  
NATIONAL COUNCIL ON TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (NCTVET)  
JOB DESCRIPTION AND SPECIFICATION**

|                      |                                            |
|----------------------|--------------------------------------------|
| <b>JOB TITLE:</b>    | Assessment Development Officer             |
| <b>JOB GRADE:</b>    | GMG/SEG 1                                  |
| <b>POST NUMBER:</b>  |                                            |
| <b>SECTION/UNIT:</b> | Testing, Assessment & Material Development |
| <b>REPORTS TO:</b>   | Manager, Test Development                  |
| <b>MANAGES:</b>      |                                            |

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

## **Strategic Objectives:**

### **Job Purpose:**

Under the supervision of the Manager, Test Development, the Assessment Development Officer is responsible for developing assessment tools; administering paper based and online assessments; providing technical support to institutions and independent candidates; planning and delivering training to suppliers (item writers, reviewers, external verifiers, assessors, teachers, etc.); and assessing persons in the local and regional TVET system.

### **Key Outputs:**

- Assessment tools developed;
- Item banks developed, reviewed and maintained
- Marking activities coordinated;
- Timetable prepared and candidates for assessments scheduled;
- Examination results verified;
- Institutions and contract workers monitored;
- Written technical and verbal advice provided;
- Candidates' assessment grades quality checked and submitted;
- Assessment quality assurance activities implemented.

### **Key Responsibility Areas:**

#### **Technical/Professional Responsibilities**

- Creates documents to meet ISO 9001 requirements ;
- Provides technical directives to schools/institutions/suppliers;
- Prepares and enforce contracts in keeping with contract law and organizational best practices ;
- Develops assessment development tools and guidelines, using educational measurement best practices;
- Assists in marketing NCTVET to ensure customer retention and expansion of skill area offerings in educational institutions;
- Markets NCTVET to attract suppliers willing to engage in contractual work;
- Carries out performance evaluation and monitoring of suppliers (e.g., assessors, markers, writers, etc.);
- Coordinates printing of assessment instruments;
- Coordinates all the logistics of assessment administration from packaging to the retrieval of examination scripts;
- Coordinates marking and panel assessment activities;
- Submits grades for upload;
- Pilots assessment items in educational institutions;

- Provides technical advice on the NCTVET processes to assigned institutions;
- Utilizes technology to increase efficiency and throughput;
- Prepares timetable and schedule candidates for assessments;
- Verifies examination results;
- Verifies memos for the release of grades;
- Monitors institutions and contract workers;
- Maintains effective relationships between clients, customers and departments;
- Monitors and process claims/invoices for approval for contract workers (suppliers);
- Submits customer requests which are not in keeping with organizational policy, to management, for decision to be taken;
- Instructs and supervise resource/contract persons;
- Provides written technical and verbal advice to institutions;
- Conducts workshops, seminars and orientation/training ;
- Interviews and selects item reviewers/writers, assessors and verifiers;
- Transmits messages to internal and external customers through email;
- Prepares draft letters to transmit messages to internal and external customers;
- Conducts telephone conversations with internal and external customers;
- Conducts video conversations with internal and external customers;
- Responds to relevant examination queries through the Manager, Test Development;
- Participates in meetings/workshops with Technical Vocational Education and Training (TVET) institutions;
- Provides verbal and written reports to the Director, Test Development as required;
- Trains item writers/reviewers, assessors, external verifiers, markers;
- Conducts evaluation of contractees;
- Checks and submit candidates' assessment grades for upload;
- Responds to queries and complaints
- Mitigates risk associated with assessment development and results processing activities;
- Implements assessment quality assurance activities;
- Sets up assessment rules for online assessment;
- Coordinates and package assessment instruments ;
- Processes returning scripts for marking;
- Facilitates table marking;
- Executes moderation of test results;
- Monitors budget and expenditure;
- Prepares reports to Manager Test Development;
- Processes claims;
- Provides guidance to independent candidates regarding the assessment process;
- Participates in developing and reviewing examinations policies and procedure documents ;
- Represents the organization at meetings, conferences and other events.

## **Other**

- Perform other related duties that may from time to time be assigned

**Performance Standards:**

- Assessment tools developed in keeping with established guidelines;-
- Marking activities coordinated in a timely manner;
- Timetable prepared and candidates for assessments scheduled on a timely basis;
- Examination results verified in keeping with set standards;
- Institutions and contract workers monitored on a continuous basis;
- Written technical and verbal advice provided as required;
- Candidates' assessment grades quality checked and submitted within agreed timeframe
- Assessment quality assurance activities implemented in keeping with set standards and guidelines

**CONTACTS:****Internal Contacts**

| Contact (Title)                                                                                                                                                             | Purpose of Communication                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Director, Testing, Assessment and Material Development                                                                                                                      | Obtain advice, receive directives, obtain and share information, and provide feedback |
| Manager, Test Development                                                                                                                                                   | Receive directives, obtain and share information, and provide feedback                |
| Members of staff in the Examinations and Material Branch; Occupational Standards and Development Branch; Registration and Certification Branch and Quality Assurance Branch | Collaboration, obtain and share information, and provide feedback                     |

**ii) External Contacts**

| Contact                                    | Purpose of Communication                                                                                                               |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Ministry of Education Schools              | Matter relating to policy guidelines, assessment process                                                                               |
| HEART/NSTA Trust Training Institutions     | Matters relating to expansion of skills offerings, policy guidelines and assessment process                                            |
| Community Training Intervention Programmes | Matters relating to policy guidelines, technical advice, monitoring and training of contract workers, appropriate facility, complaints |
| Government Ministries                      | Technical advice                                                                                                                       |
| Overseas Examinations Commission (OEC)     | Matters relating to the conduct of assessments                                                                                         |

|                                              |                                                                      |
|----------------------------------------------|----------------------------------------------------------------------|
| Outsourced Entities                          | Matters relating to policy guidelines, assessment process            |
| Non-Governmental Organizations               | Matters relating to policy guidelines, assessment process            |
| Public and Private Training providers        | Matters relating to policy guidelines, quality assurance, assessment |
| Independent Candidates                       | Matters relating to assessment process                               |
| Assessors, verifiers, markers, writers       | Recruitment and training                                             |
| TVET Stakeholders (Regional & International) | Matters relating to policy guidelines, quality assurance, assessment |

**Required Competencies (Core and technical to be specified):**

**Core:**

- Good planning and organizing skills;
- Thoroughness and an eye for detail
- Demonstrate a high level of Integrity and professionalism;
- Strong customer orientation skills;
- Good interpersonal skills;
- Sound oral and written communication skill;
- Ability to work under pressure
- Ability to work independently

**Technical:**

- Knowledge of Examination Administration
- Knowledge of Educational Measurement
- Knowledge of Project Management
- Knowledge of Supply Chain Management
- Knowledge of Cloud Based Computing
- Digital Planning
- Proficiency in the use of relevant Computer applications

**Minimum Required Education and Experience:**

- Bachelor's Degree in Education Management, Management Studies or equivalent disciplines;  
**OR**
- NVQ-J Level 5 in disciplines such as: TVET, Testing and Measurement or Education;

- At least three (3) years' experience in an Academic environment, managing Examination processes or its equivalent.

**Authority To:**

- Prepare and enforce contracts;
- Provide technical advice;
- Prepare timetable and schedule candidates for assessments;
- Monitor institutions and contract workers;
- Recruit and train: item writers/reviewers, assessors, external verifiers, markers;
- Set up assessment rules for online assessment;
- Populate item banks.

**Special Conditions Associated with the Job:**

- Normal working conditions
- Periodically required to work beyond normal working hours;
- Regularly exposed to irate customers when dealing with queries pertaining to late payments and unfavorable assessment results;
- Periodically exposed to dust and fumes when retrieving documents from storage;
- Regularly expected to deviate from established internal deadlines and procedures to satisfy customer requests ;
- Regularly exposed to noxious fumes when photocopying large volume documents;
- Regularly asked to carry out lifting of objects more than 10kg ;
- Regularly required to work at high pace to meet deadlines and prepare error free assessment instruments;
- Regularly required to maintain visual and mental alertness to complete multiple assignments in tandem;
- Regularly required travel to provide technical assistance to assigned institutions island wide which regularly includes crime plagued areas and areas with poor road infrastructure.
- Be in possession of a valid driver's license and reliable motor vehicle

**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