

CAREER OPPORTUNITY

JOB TITLE

**EDUCATION OFFICER - COMMUNITY RELATIONS (GMC/EO 2) - VACANT
KINGSTON REGIONAL OFFICE, REGION 1**

JOB PURPOSE

The Community Relations Education Officer contributes to improving the quality of education in the Region through the provision of Education Support and Community Relations services.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Education / Educational Administration or related area
- With five (5) years' teaching experience in a supervisory position.
- OR
- Master's Degree in Education/ Education Administration with three years' (3) teaching experience in a supervisory position.
- WITH
- Training in Mass Communications.
- Training in Mediation/ Conflict Management

REMUNERATION PACKAGE:

\$9,172,508.00 - \$11,741,586.00 per annum, (GMC/EO 2)
Education Officer Salary Scale, Pay Band 10





ICO 24-104

CAREER OPPORTUNITY

INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN TUESDAY, DECEMBER 31, 2024 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR – HUMAN RESOURCE MANAGEMENT SECTION
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](#)

THE JOB DESCRIPTION IS ATTACHED TO THIS EMAIL.

MINISTRY OF EDUCATION, SKILL'S, YOUTH & INFORMATION

JOB DESCRIPTION AND SPECIFICATION (Present)

JOB TITLE:	Community Relations Education Officer
JOB GRADE:	GMG/EO 2
POST NUMBER:	
DIVISION:	Regional Office
REPORTS TO:	Regional Director
MANAGES:	Data Processing 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

The Community Relations Education Officer contributes to improving the quality of education in the Region through the provision of Education Support and Community Relations services.

KEY OUTPUTS

- Community Relations Work Plans prepared.
- Best Practices in community relations identified and shared.
- School/Community Relations Programmes implemented.
- Database of Stakeholder Partnerships maintained.
- Community based educational activities organised.
- Monthly Reports prepared.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

1. Contributes to Operational Plan of the Region.
2. Represents the Ministry at conferences, meetings and civic events in the Region.
3. Submits monthly status reports to the Regional Director.

Technical/Professional Responsibilities

1. Plans, organises, directs and controls the School/Community Outreach Programme of the Ministry within the Region.
2. Manages Public Relations and Communications activities in the Region.
3. Mobilizes assistance from private sector and other community based organisations and individuals for schools where necessary.
4. Evaluates schools' community relations against established standards.
5. Identifies and disseminates best practices in community relations.
6. Ensures that the Action Plans for all schools include activities relating to school/community relations.
7. Supports schools in planning, implementing and monitoring school improvement plans concerning community relations.

8. Collaborates with the other Education Officers in monitoring the Security and Safety Programme in schools
9. Liaises with community groups such as the JCDC, SDC, 4 H Clubs and stakeholder committees in order to coordinate community based educational activities, such as Parent Education, Parent Month, Incentive Awards, Jamaica Day and Education Week.
10. Strengthens the schools' relationships with school based organisations such as Parent/Teacher Associations and Past Students Associations.
11. Manages the revitalization and operation of Parent/Teachers Associations in schools as needed.
12. Manages, stimulates and coordinates Stakeholder Partnerships to ensure positive support.
13. Updates and maintains the database on Stakeholder Partnership activities in the Region and also the resources that are realized from the community.
14. Participates in programmes to deal with matters such as poor attendance, absenteeism and parent education in the Region.
15. Coordinates incentive programmes such as the Lasco Teacher of the Year, and the JTC Excellent Teachers Awards
16. Plans and directs Parenting Activities at the Regional level.

HR Responsibilities -

1. Develops and manages the performance of the Unit and its staff, including , motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action where necessary to improve performance;
2. Promotes the building of institutional knowledge for the Unit by ensuring that established systems and procedures are documented and disseminated;
3. Participates in the recruitment and selection of staff, and recommends movement when appropriate
4. Recommends vacation leave and approves sick and departmental leave for staff supervised and participates in the administration of staff benefits in keeping with established human resource policies;
5. Recommends/ administers disciplinary action in keeping with established human resource policies;

6. Conducts staff meetings as required
7. Ensures that staff adhere to the policies and procedures of the Ministry and the Region;
8. Recommends that staff be provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
9. Fosters teamwork, a harmonious working environment and promotes collaborative working relations
10. Conducts performance appraisals of staff supervised for required purpose and at required intervals

OTHER

Performs other related duties as assigned

PERFORMANCE STANDARDS

- School/Community Relations Action Plans developed within the agreed time frame.
- Best Practices identified and shared throughout the school community.
- Community based educational activities effectively organised.
- Community relations programmes /activities result in improvements in the quality of education in the Region.
- Comprehensive monthly reports prepared and submitted within agreed timeframe.

INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts)

Within the Ministry of Education

Contact (Title)	Purpose of Communication
Education Officers- Secondary and Primary Supervision	Collaborate to plan and implement Communication/PR programmes in schools.

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

Contact (Title)	Purpose of Communication
Board Chairmen, Principals and Teachers	To develop Community Relations Plans.
Parent/Teachers Associations, Past	To strengthen relationships to benefit schools.

Contact (Title)	Purpose of Communication
Students Associations	
Community based organisations	To coordinate community based activities.

REQUIRED COMPETENCIES

Core

- Excellent communication, social and collaborative skills
- Excellent planning and organising skills
- Ability to motivate others and be a strategic thinker
- Excellent research and analytical skills
- Good interpersonal and conflict management skills.

Technical

- Sound knowledge of the Education Act and Regulations
- Knowledge of the social, cultural and economic environment of schools in the Region

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Education / Educational Administration or related area
 - With five (5) years' teaching experience in a supervisory position.
- OR**
- Master's Degree in Education/ Education Administration with three years' (3) teaching experience in a supervisory position.
- WITH**
- Training in Mass Communications.
 - Training in Mediation/ Conflict Management

AUTHORITY

- To represent the Ministry at public functions.
- To mobilize assistance from private sector and other sources for schools in the Region.
- To expend the allotted budget in accordance with stipulated guidelines.

SPECIFIC CONDITIONS ASSOCIATED WITH THE JOB

- Required to travel extensively within the Region.
- Required to possess a valid Driver's Licence and a 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