

CAREER OPPORTUNITY

JOB TITLE

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

JOB PURPOSE

Under the direction of the Senior Education Officer, the incumbent is responsible for ensuring the effective implementation of the Ministry's policies, programmes and initiatives in the operations of all assigned Primary, All Age, Primary and Junior High and Independent Schools.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelors' Degree in Education, Public/ Business Administration or the Social Sciences
- Seven (7) years' relevant experience
- A Diploma in Teaching

REMUNERATION PACKAGE:

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





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:	Education Officer
JOB GRADE:	GMG/EO 2
POST NUMBER:	
DIVISION:	Regional Office - Primary Supervision
REPORTS TO:	Senior Education Officer
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 Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Job Purpose

Under the direction of the Senior Education Officer, the incumbent is responsible for ensuring the effective implementation of the Ministry's policies, programmes and initiatives in the operations of all assigned Primary, All Age, Primary and Junior High and Independent Schools.

Key Outputs

- Annual Work Plan prepared and implemented.
- School operations supervised and monitored for quality control
- Administrative activities relating to Examinations coordinated and monitored.
- Workshops/seminars conducted/ facilitated
- Recommendations made to effect improvements in school performance.
- Technical advice provided
- Incentive Award Schemes monitored Technical and administrative reports prepared.

Key Responsibility Areas

Technical/Professional Responsibilities

- Evaluates the effectiveness of administration as well as the delivery of education in Primary, All Age, Primary and Junior High and Independent Schools in the Region and makes recommendations to the Senior Education Officer, to effect improvements to the system.
- Evaluates educational programmes, the quality of instructional leadership, management of data , as well as teaching strategies, to determine the impact these have on student achievement; also makes recommendations as necessary to effect improvements in student performance.
- Reviews schools' continuous assessment data and recommends strategies for change/improvement.
- Evaluates learner classification, staff deployment, record-keeping and other management functions of principals and teachers.
- Examines and evaluates schools' Improvement Plan and monitors implementation of action plan to ensure that targets are achieved, as well as provides guidance in developing strategies to bridge gaps and meet set targets,
- Guides the implementation of the curriculum at all grades.

- Supervises the conduct of the Ministry's examinations to ensure they are administered in accordance with approved standards:
- Grade One Individual Learning Profile (GOILP)
 - Grade Four Literacy Test (GFLT);
 - Grade Six Achievement Test (GSAT);
 - Junior High School Certificate (JHSC);
 - Grade Nine Achievement Test (GNAT).
- Conducts/facilitates workshops and seminars for principals, teachers and administrative staff as well as participates in parenting seminars.
- Guides principals in the preparation of quality control tools such as the Annual Budget, School Calendar of Activities, Time Tables and Financial Management Records.
- Provides guidance to School Boards relating to the administration of schools and interpretation of Ministry policies and guidelines.
- Performs some duties of School Board Chairmen in emergency cases.
- Assists in monitoring national & international Incentive Award Schemes such as Teacher of the Year, JTC Excellent Teacher Awards, World Teachers' Day etc.
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- Monitors the registration process of all grades of students.
- Assists with the assessment of teachers in training as assigned.
- Monitors community support and school-based economic activities, as well as volunteerism.

Management/Administrative Responsibilities

- Provides technical inputs in policy development and consultations at the Regional level.
- Prepares Annual Work Plan ensuring that it is consistent with the objectives of the Ministry and the Region.
- Represents the Ministry at public functions in the Region.
- Prepares technical and other reports and submits to the Senior Education Officer, as required.

HR Responsibilities

- Participates in conducting performance appraisals of Principals

- Collaborates with the Senior Education Officer to identify training needs of Principals, Vice Principals and Administrative staff
- Guides school boards in the recruitment of principals and teachers

Other

- Performs other related duties as assigned by the Senior Education Officer, Primary Education.

Performance Standards

- The Annual Work Plan is consistent with the Ministry’s objectives and submitted to the Senior Education Officer within established timeframe.
- Compliance with the established curriculum is consistently and effectively monitored.
- Examinations are monitored to ensure compliance with the guidelines for conduct of examinations
- Breaches/ non-compliance to Ministry Regulations promptly addressed.
- Technical and administrative reports are concise, accurate and submitted on a timely basis.
- Audits of school operations conducted as scheduled.
- School Boards effectively guided
- Recommendations made result in improvements in school performance.
- Advice given to stakeholders is technically sound and timely

Internal And External Contacts (specify purpose of significant contacts

Within the Ministry of Education

Contact (Title)	Purpose of Communication
Other Education Officers	Consultation on implementation of programmes.
Staff-Schools’ Personnel Unit	Consultation on matters relating to appointments of teaching and non-teaching staff.
Staff of the Finance Div. MOE	Matters relating to salaries/other payments
Staff of the Central Registry	Information re files/personnel records

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

Contact (Title)	Purpose of Communication
School Boards, Principals and Teachers	Collaboration on school programmes; provide guidance re Ministry policies and guidelines.
Government Agencies & NGOs	Collaboration on implementations of programmes.
Parents/ Guardians	Consultation on performance of students and incidents at schools.
Service Clubs/ Agencies	Re School welfare.

Required Competencies

Core

- Ability to lead effectively using appropriate leadership styles
- Ability to communicate effectively, both orally and in writing
- Ability to build and engender strong Interpersonal and collegial relationships with staff and stakeholders at all levels
- Ability to plan strategically and organize facilitate
- Good research and analytical skills
- Good mediation, conflict management and negotiating skills

Technical

- Thorough knowledge of the following Acts:
 - The Education Act and Code of Regulations.
 - The Child Care and Protection ‘
 - The Access to Information
 - The Financial Audit and Administration (FAA Act)
- Sound knowledge of the Policies, Rules and Regulations of the Ministry of Education
- Pedagogical and androgogical skills
- In-depth knowledge of curriculum development and implementation
- Sound knowledge of counselling techniques
- Sound knowledge of Industrial Relations practices

Minimum Required Education And Experience

- Bachelors' Degree in Education, Public/ Business Administration or the Social Sciences
- Seven (7) years' relevant experience
- A Diploma in Teaching

Authority

- To conduct audits of schools' operations.
- To represent the Ministry at conferences and meetings.
- To recommend appointment of school board members

Specific Conditions Associated With The Job

- Required to visit schools throughout the Region
- Required to work beyond normal working hours
- Possession of a valid Driver's Licence 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

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Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised