



Ministry of
Education, Skills,
Youth & Information

ICO 26-127

CAREER OPPORTUNITY

**JOB TITLE : STANDARDS ADMINISTRATOR (GMC/AM 4) X 6 - VACANT
OCCUPATIONAL STANDARDS & MATERIAL DEVELOPMENT- NATIONAL COUNCIL ON TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING (NCTVET)**

Under the direction of the Director Occupational Standards and Development, the Standards Administrator is responsible for establishing and maintaining the branch's data management system and carrying out quality assurance practices to ensure the accuracy and integrity of the database and all documents handled in the development of standards and other products of the department

REQUIRED EDUCATION AND EXPERIENCE

- Associates Degree in Business Administration, Information Science, or Library Science, as well as certification in Records Management. Equivalent NVQ-J certification in disciplines such as: Library Science, Information Science and Knowledge Management;
- At least two (2) years relevant experience in a polytechnic institution, a community college, or academic research company or equivalent.

REMUNERATION PACKAGE:

Salary Scale/ Pay Band 6: \$2,803,771.00 - \$3,770,761.00 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, SKILLS, YOUTH & INFORMATION
NATIONAL COUNCIL ON TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (NCTVET)
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Standards Administrator
JOB GRADE:	GMG/AM 4
POST NUMBER:	
SECTION/UNIT:	Occupational Standards & Material Development
REPORTS TO:	Director, Occupational Standards & Material Development
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

Strategic Objectives:**Job Purpose:**

Under the direction of the Director Occupational Standards and Development, the Standards Administrator is responsible for establishing and maintaining the branch's data management system and carrying out quality assurance practices to ensure the accuracy and integrity of the database and all documents handled in the development of standards and other products of the department.

Key Outputs:

- Data Management System established and maintained;
- Quality Assurance practices performed;
- Competency standards and Qualification Plans uploaded;
- Forms and procedural documents developed and revised;
- Training and orientation sessions conducted;
- Technical advice provided;
- Reports produced;
- Individual Work Plan formulated;

Key Responsibility Areas:**Technical/Professional Responsibilities:**

- Establishes and maintains a Data Management System to provide quality customer service;
- Performs Quality Assurance practices to ensure the accuracy and integrity of the database and all documents handled in the development of standards and other products of the Department;
- Creates, uploads, maps, and quality checks competency standards and qualification plans;
- Provides support in the revision and development of forms and procedural documents relating to Standards Development as is required;
- Maintains and updates the forms and documents' folders with current forms and manages version control;
- Coordinates change requests – errors adjustments to be made on system;

- Provides statistical reports on standards and assessment outputs revolving around Qualification Plans, Job Qualifications, clusters, Facilities Standards, Customized Programmes and all other products of the branch;
- Conducts validation processes and output of database;
- Addresses issues related to products of the branch on the NQS highlighted by internal/external customers especially users of the system;
- Collaborates with developer's/system support personnel in initiating changes/upgrades to the records management system (NQS);
- Prepares and executes training and orientation sessions at accredited training organizations on how to use the National Qualifications System (NQS).

Other

- Performs any other related duties consistent with the category, nature, functions and objectives of the job.

Management /Administrative Responsibilities

- Develops Individual Work Plan based on strategic alignment with Branch's Operational Plan;
- Provides technical advice as necessary;
- Prepares periodic reports - general and specific.

Performance Standards:

- Data Management System established and maintained in keeping with established standards and guidelines and within agreed timeframe;
- Quality Assurance practices performed to ensure the accuracy and integrity of the database and all documents handled in the development of standards and other products of the Department;
- Competency standards, Qualification Plans, clusters, Job Qualifications and Customized Programmes uploaded to the NQS within agreed timeframe;
- Forms and procedural documents developed and revised in accordance with established standards and guidelines;
- Training and orientation sessions conducted as required in accordance with established standards and within agreed timeframe;
- Technical advice provided is sound and delivered on time;

- Reports produced are accurate and submitted within agreed timelines and prescribed format;
- Individual Work Plan formulated and submitted to the Director within agreed timeframe.

INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director Occupational Standards and Development	Obtain advice, receive directives, obtain and share information, and provide feedback
Database Administrator	Systems Support
Manager Quality Assurance	Matters relating to Quality Assurance

ii) External Contacts

Contact	Purpose of Communication
Training Institutions	Matters related to competency standards and other products of the department

Required Competencies (Core and technical to be specified):

Core:

- Good analytical/logical skills;
- Good problem solving and critical thinking skills
- Demonstrate a high level of Integrity and professionalism;
- Strong customer orientation skills;
- Excellent interpersonal & social skills;
- Very Good oral and written communication skill;
- Ability to work independently
- Solution oriented
- Multitasking skills
- Ability to prepare reports, formulate positions on issues and articulate opinions concisely to conveying necessary information and make recommendations

Technical:

- Knowledge of quality control methodologies
- Good understanding of Records Management;
- Proficiency in the use of relevant Computer software packages

Minimum Required Education and Experience:

- Associates Degree in Business Administration, Information Science, or Library Science, as well as certification in Records Management. Equivalent NVQ-J certification in disciplines such as: Library Science, Information Science and Knowledge Management;
- At least two (2) years relevant experience in a polytechnic institution, a community college, or academic research company or equivalent.

Authority To:

- Recommends changes/improvements to operational systems designed to safeguard the Department's resources and/or promote effectiveness and efficiency in their use.

Special Conditions Associated with the Job:

- Normal working conditions May be required to work beyond normal working hours;
- Frequently required to work at high pace to meet deadlines;
- Frequently required to work under pressure.

Validation of Job Description:

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

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