MINISTRY OF EDUCATION
CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position in this Ministry:

EDUCATION OFFICER (GMG/EO 2) - BUSINESS STUDIES
TECHNICAL & VOCATIONAL UNIT

JOB SUMMARY:

Under the direction of the Senior Education Officer the incumbent will monitor the delivery of the Business Education Programme island-wide and make recommendations to effect improvements in the system.

Key Outputs:

- Individual Work Plan Developed and Implemented.
- Inputs to the Budget for the Business Education Section.
- Business Education Programme monitored.
- School Visits/ follow up visits planned and conducted.
- Technical Advice.
- Workshops planned and conducted.
- Reports produced and submitted.

KEY RESPONSIBILITY AREAS:

MANAGEMENT /ADMINISTRATIVE RESPONSIBILITIES

- Participates in the development and review of the Business Education Programme.
- Contributes to the preparation of the Annual Budget for the Business Education Section.
- Prepares Individual Work Plan and submits to the Senior Education Officer, Business Education within the agreed timeframe.
- Maintains collaborative working relationships with Education Officers in the Section with a view to effecting improvements in the delivery of the Business Education Programme in schools throughout the island.
- Prepares monthly and special reports and submits to the Senior Education Officer, Business Education.
**TECHNICAL/PROFESSIONAL RESPONSIBILITIES**

- Plans and conducts school visits with a view to:
  - Supervise and assess classroom instructions;
  - Observe adherence to the Curriculum; and
  - Assess teachers’ and students’ performance.
- Discusses students’ performance with teachers and administration and makes recommendations to effect improvements in national and overseas examinations.
- Prepares reports on school visits, highlighting deficiencies and implications and then submits recommendations for improving instruction. Submits reports to the Senior Education Officer, Business Education within the agreed timeline.
- Conducts follow-up visits to ensure that deficiencies are corrected and improved procedures are implemented.
- Participates in the organisation and preparation of Business subjects for national and overseas examinations.
- Provides technical assistance to the Student Assessment Unit re the maintenance of standards in Business Education.
- Participates in the development of the Business Education curriculum. Develops curriculum resource materials to enhance teacher knowledge and enrich classroom instruction.
- Keeps abreast of developments in the field of Education/ Business Education and utilise findings to effect improvements in the programme delivery.

**HUMAN RESOURCE MANAGEMENT RESPONSIBILITIES**

- Recruits and trains a cadre of teachers to serve as resource personnel, when required.
- Participates in planning and conducting professional development workshops to improve instruction and student performance in Business Education.
- Intervenes in matters relating to the welfare and professional development of Business Education Teachers and support staff assigned to the Business Education Section.

**OTHER**

- Performs other related duties as assigned by the Senior Education Officer, Business Education and the Assistant Chief Education Officer, Technical and Vocational Education.

**KEY COMPETENCIES**

**Core**

- Excellent presentation, oral and written communication skills;
- Good problem solving skills and tenacity;
- Good interpersonal skills;
- Research skills;
• Proficiency in the use of relevant computer applications.

Technical

• Thorough knowledge of the Education Code of Regulations;
• In-depth knowledge of the Education Act;
• In-depth knowledge of Business Education, pedagogy and curriculum design;
• Knowledge of the policies and procedures of the Ministry of Education and the Technical and Vocational Unit.

MINIMUM QUALIFICATION AND EXPERIENCE:

• Bachelors’ Degree in Business Studies.
• Post Graduate Degree in Education
  
  Plus

• Six (6) years’ teaching experience in Business Education.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale  - $2,737,433 – $3,253,948 per annum along with any other allowance(s) attached to the post.

Interested persons are invited to submit their applications with résumés no later than Friday, October 23, 2015 to the address presented below.

Director – Human Resource Management
Ministry of Education
2-4 National Heroes Circle,
Kingston 4
OR

Email: jobapplications@moe.gov.jm

Subject: “Education Officer – Business Studies – Tech. Voc. Unit”

We thank all applicants for expressing an interest; however, only short listed candidates will be