



MINISTRY OF EDUCATION
CAREER OPPORTUNITIES

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

EDUCATION OFFICERS (GMG/EO 2) – PRIMARY SUPERVISION

KINGSTON REGIONAL OFFICE (REGION 1)
PORT ANTONIO REGIONAL OFFICE (REGION 2)
BROWN'S TOWN REGIONAL OFFICE (REGION 3)
MONTEGO BAY REGIONAL OFFICE (REGION 4)
MANDEVILLE REGIONAL OFFICE (REGION 5)
OLD HARBOUR REGIONAL OFFICE (REGION 6)

JOB PURPOSE:

To ensure that educational policies, programmes and support services are delivered by Primary, All Age and Primary & Junior High Schools in the Region under the governance of School Boards.

KEY RESPONSIBILITY AREAS:

Under the direction of the Senior Education Officer – Primary and subsequently the Director, Regional Educational Services, the incumbent will perform the following duties:

- Advise on the recruitment and promotion of staff.
- Provide for professional development of staff.
- Conduct audit of schools' operations (personnel, finance, facilities, etc.).
- Produce technical reports (e.g. Quarterly Report, Lesson Planning and Attendance etc.).
- Ensure compliance with standards, policies and guidelines.
- Liaise with and strategically engage stakeholders on matters relating to educational development.
- Train schools and guide them in interpretation and use of examination data.
- Initiate the development of tools and techniques for the effective and efficient delivery and audit of educational services.

REQUIRED COMPETENCIES:

- Have excellent communication, social and collaborative skills.
- Have the capacity to motivate others.
- Be a strategic thinker with a high level of professionalism.
- Have excellent administrative and supervisory skills.
- Have knowledge of the following acts and regulations-: the Education Act, the Education

Regulations, the Child Care & Protection Act, the Access to Information Act, Ministry of Education's policies, rules and regulations as well as those other Acts and Regulations concerned with the management of educational institutions and providers.

- Have effective problem-solving and decision making skills.

MINIMUM QUALIFICATION AND EXPERIENCE:

- First Degree in Primary Education.
- Diploma in Teaching.
- Five (5) years' teaching experience.
- At least three (3) years' experience at a supervisory level
- Successful administrative experience is vital.
- A reliable motor vehicle and a valid driver's license.

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 an application with résumé no later than **Friday, May 1, 2015** to the address presented below.

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

Email: jobapplications@moey.gov.jm

Subject: "Education Officer – Primary Supervision (Indicate Region)"

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