



**MINISTRY OF EDUCATION**  
**CAREER OPPORTUNITY**

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

***HEALTH & FAMILY LIFE EDUCATOR (GMG/EO 1)***  
***MANDEVILLE REGIONAL OFFICE (REGION 5)***

**SCOPE OF WORK:**

The Health & Family Life Educator (GMG/EO 1), under the direct supervision of the National Coordinator, HIV and AIDS Education will:

- a. Monitor the implementation of the newly revised Life skills-based Health and Family Life Education (HFLE) curricula and provide support and guidance when relevant.
- b. Provide basic training/instruction where necessary to improve the capacity of teachers and guidance counsellors to deliver the programme.
- c. Organize training workshops for teachers and guidance counsellors based on identified needs to support and enhance HFLE delivery where relevant.
- d. Assist with Monitoring and Evaluation activities of HFLE and other programmes where necessary.
- e. Facilitate the establishment and ensure sustainability of HACs in schools in order to ensure the implementation of the National Policy of the Management of HIV and AIDS in Schools and the National HFLE Policy.
- f. Identify schools for the implementation of the HFLE programme annually.
- g. Provide support to schools regarding the management of HIV related stigma and discrimination according to the tenets of the Revised National Policy for the Management of HIV and AIDS in Schools.
- h. Document and report all perceived and actual cases of stigma and discrimination via approved channels and mechanisms.
- i. Assist with the placement and or mainstreaming of HIV+ children in Government run schools upon request.
- j. Generate timely Monthly and Quarterly Reports on Regional activities to the Guidance and Counselling Unit and the Regional Office on the activities of the HIV and AIDS Response Team (HRT).

k. Contribute to the development of annual corporate plans, work plans and proposals.

### **KNOWLEDGE & SKILLS:**

- Comprehensive knowledge of HIV and AIDS issues in the Jamaican Education System.
- Comprehensive knowledge of Health and Family Life Education (HFLE).
- Knowledge of the National Policy on the Management of HIV and AIDS in Schools.
- Knowledge of Microsoft Office applications.
- The ability to work on one's own initiative.
- Excellent oral and written communication skills.

### **MINIMUM QUALIFICATION AND EXPERIENCE:**

#### **Ideally, the incumbent should possess:**

- A First degree in Education, the Social Sciences, Guidance and Counselling or Public Health.
- A Diploma in Teaching.
- At least five (5) years' teaching experience.
- A reliable motor vehicle and a valid driver's license.

### **REMUNERATION PACKAGE PER ANNUM:**

Salary Scale - \$2,253,732 – \$2,678,979 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@moe.gov.jm](mailto:jobapplications@moe.gov.jm)**

**Subject: "Health & Family Life Educator, Region Five"**

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