



MINISTRY OF EDUCATION CAREER OPPORTUNITIES

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

EDUCATION OFFICER (GMG/EO 2) – COMMUNITY RELATIONS **PORT ANTONIO REGIONAL OFFICE – REGION TWO MANDEVILLE REGIONAL OFFICE - REGION FIVE**

JOB PURPOSE:

Under the direction of the Director, Regional Educational Services, the incumbent will be responsible for establishing and maintaining links between the Ministry and School Administrations and the communities within which they are located.

KEY RESPONSIBILITY AREAS:

Technical/Professional Responsibilities

- Plans, organises, directs and controls the School/Community Outreach Programme of the Ministry within the Region.
- Manages Public Relations and Communications in the Region.
- Mobilizes assistance from private sector and other community based organisations and individuals for schools.
- Evaluates schools' community relations against established standards. Identifies and disseminates best practices in community relations.
- Ensures that all schools in the Region have action plans relating to school/community relations. Supports schools in planning, implementing and monitoring school improvement plans in relation to community relations.
- Liaises with community groups such as the JCDC, SDC, 4 H Clubs and stakeholder committees in order to coordinate community based educational activities, such as Parent Education Activities, Parent Month Activities, Incentive Award Activities and Education Week Activities.
- Strengthens the schools' relationships with school based organisations such as Parent/Teacher Associations and Past Students Associations.
- Manages the revitalization and operation of Parent/Teachers Associations in schools as needed.
- Manages, stimulates and coordinates Stakeholder Partnerships to ensure positive support.

- Updates and maintains the database on Stakeholder Partnerships activities in the Region and also the resources that are realized from the community.
- Coordinates programmes to deal with matters such as poor attendance, absenteeism and parent education in the Region.
- Plans and directs Parenting Activities at the Regional level.

Management/Administrative Responsibilities

- Contributes to Regional Planning and Reporting.
- Represents the Ministry at meetings in the Region.
- Submits monthly status reports to the Regional Director.

REQUIRED COMPETENCIES:

- Excellent communication, social and collaborative skills;
- The capacity to motivate others;
- Strategic thinking;
- 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.

MINIMUM QUALIFICATION AND EXPERIENCE:

- First Degree in Education.
- Diploma in Teaching.
- Five (5) years' teaching experience.

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 – Community Relations (Indicate region)*”

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

H.R.M./Job Advertisement/Education Officer (Community Relations) –Region 2 & Region 5/2015