



## MINISTRY OF EDUCATION CAREER OPPORTUNITY

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

### ***EDUCATION OFFICER – AGRICULTURAL EDUCATION (GMG/EO 2) TECHNICAL & VOCATIONAL UNIT***

#### **JOB PURPOSE:**

Under the direction of the Senior Education Officer the incumbent will monitor the delivery of the Agricultural 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 Agricultural Education Section.
- Agricultural 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**

- Participates in the development and review of the Agricultural Education Programme.
- Contributes to the preparation of the Annual Budget for the Agricultural Education Section.
- Prepares Individual Work Plan and submits to the Senior Education Officer, Agricultural 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 Agricultural Education Programme in schools throughout the island.
- Prepares monthly and special reports and submits to the Senior Education Officer, Agricultural Education.

## **Technical/Professional**

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

## **Human Resource Management**

- 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 Agricultural Education.
- Intervenes in matters relating to the welfare and professional development of Agricultural Science Education Teachers and support staff assigned to the Agricultural Education Section.

## **Other**

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

## **REQUIRED 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 Agricultural 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 Agricultural Education
  - Post Graduate Degree in Education
- Plus**
- Six (6) years' teaching experience in Agricultural 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](mailto:jobapplications@moe.gov.jm)**

**Subject: “*Education Officer-Agricultural Education – Tech. Voc. Unit*”**

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