



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) ***VISUAL ARTS*** ***MANDEVILLE REGIONAL OFFICE – REGION 5***

JOB SUMMARY:

Under the direction of the Senior Education Officer (Technical and Vocational Unit) the incumbent will monitor the delivery of the Visual Arts Education Programme and make recommendations to effect improvements in the system.

Key Outputs

- Individual Work Plan Developed and Implemented.
- Inputs to the Budget for the Visual Arts Education Section.
- Visual Arts 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 Visual Arts Education Programme.
- Contributes to the preparation of the Annual Budget for the Visual Arts Education Section.
- Prepares Individual Work Plan and submits to the Senior Education Officer, Visual Arts Education within the agreed time-frame.

- Maintains collaborative working relationships with Education Officers in the Section with a view to effecting improvements in the delivery of the Visual Arts Education Programme in schools throughout the island.
- Prepares monthly and special reports and submits to the Senior Education Officer, Visual Arts Education.

Technical/Professional Responsibilities

- 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. Submit reports to the Senior Education Officer, Visual Arts Education within agreed timeline.
- Conducts follow-up visits to ensure that 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 Visual Arts Education.
- Participates in the development of the Visual Arts Education curriculum. Develops curriculum resource materials to enhance teacher knowledge and enrich classroom instruction.
- Keeps abreast of developments in the field of Education/ Visual Arts Education and utilise findings to effect improvements in the programme delivery.

HR Responsibilities

- Develops and manages the performance of the Regional Office and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge for the Regional Office by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff, and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the Division and participates in the administration of staff benefits in keeping with established human resource policies;

- Recommends/ administers disciplinary action in keeping with established human resource policies;
- Conducts monthly and other ad hoc staff meetings as required;
- Ensures that staff adheres to the policies and procedures of the Ministry and the Regional Office;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Human Resource Management Branch in developing and implementing a succession planning programme to ensure continuity of skills and competencies, and personal development and career advancement of employees of the Regional Office;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Conducts performance appraisals of staff supervised for required purpose and at required intervals
- Conducts other related assignments as directed

HR 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 Visual Arts Education.
- Intervenes in matters relating to the welfare and professional development of Visual Arts Education Teachers and support staff assigned to the Visual Arts Education Section.

Other

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

REQUIRED COMPETENCIES:

The ideal candidate should possess:

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 Visual Arts 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 Visual Arts.
- Post Graduate Degree in Education
- Diploma in Teaching

Plus

- Six (6) years' teaching experience in Visual Arts 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 – Visual Arts, Region Five*”

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