



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) - BUSINESS STUDIES
TECHNICAL & VOCATIONAL UNIT

JOB SUMMARY:

Under the direction of the Senior Education Officer the incumbent will monitor the delivery of the Business 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 Business Education Section.
- Business 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 Business Education Programme.
- Contributes to the preparation of the Annual Budget for the Business Education Section.
- Prepares Individual Work Plan and submits to the Senior Education Officer, Business 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 Business Education Programme in schools throughout the island.
- Prepares monthly and special reports and submits to the Senior Education Officer, Business Education.

TECHNICAL/PROFESSIONAL RESPONSIBILITIES

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

HUMAN RESOURCE MANAGEMENT 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 Business Education.
- Intervenes in matters relating to the welfare and professional development of Business Education Teachers and support staff assigned to the Business Education Section.

OTHER

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

KEY 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 Business 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 Business Studies.
- Post Graduate Degree in Education

Plus

- Six (6) years' teaching experience in Business 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 – Business Studies – Tech. Voc. Unit*”

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