



MINISTRY OF EDUCATION, YOUTH & INFORMATION

CAREER OPPORTUNITY

Applications are invited from suitably qualified persons in the Ministry of Education, Youth and Information to fill the following position (**not vacant**):

Education Officer (GMG/EO 2) – Policy Analysis and Research Unit

Planning and Development Division

Job Purpose

To identify research areas and conduct research to support, guide and/or drive the analysis and development of policies that are in keeping with the Ministry of Education's policy goals and objectives.

Key Responsibility Areas:

- Conducts ongoing analysis of the research needs of the Ministry within the framework of approved policy goals and objectives;
- Participates in the research activities of the Unit including:
 - ❖ Defining the research agenda;
 - ❖ Developing research proposals;
 - ❖ Visiting educational institutions to gather data;
 - ❖ Analyzing primary and secondary data;
 - ❖ Preparing reports;
 - ❖ Presenting/disseminating findings and recommendations to Senior Executives and external agencies as directed.
- Conducts stakeholder consultations as necessary to enhance research activities;
- Engages with stakeholders in government, the private sector, the voluntary sector and academia to support and inform research work;
- Provides technical support to other Units in respect of research issues;
- Represents the Ministry at local and international fora;

- Prepares reports on activities at required intervals;
- Maintains relevant computerized and manual databases on research work;
- Performs other related functions assigned from time to time by the Senior Education Officer;

Required Competencies:

Core

- Excellent ability to analyse and interpret data;
- Strong project management skills;
- Good oral and written communication skills;
- Good interpersonal skills;
- Ability to work on own initiative;
- Ability to demonstrate a high level of professionalism and confidentiality;
- Detail oriented;
- Ability to work as part of a team.

Technical

- Sound knowledge of qualitative and quantitative research methods and statistics;
- Thorough understanding of public policy and macroeconomic issues;
- Sound knowledge of the Jamaican education system;
- Sound knowledge of relevant statistical software, the MS Office Suite and the Internet;
- Good understanding of technical report writing;
- Knowledge of Government regulations and procedures.

Minimum Required Education and Experience

- First Degree in Education or the Social Sciences or equivalent qualifications;
- Trained Teachers Certification;
- Training in policy analysis and/or research techniques;
- Five (5) years teaching experience.

Specific Conditions Associated with the Job

- Normal office environment;
- Travel to local and international conferences/meetings.

Remuneration Package:

Salary scale - ***\$3,429,463.00 – 4,076,554.00 per annum and any allowance(s) attached to the post***

Interested persons are invited to submit an application with résumé no later than Friday, **October 8, 2021** to the address presented below.

**Director – Human Resource Management
Ministry of Education, Youth & Information
2- 4 National Heroes Circle,
Kingston 4
Email: jobapplications@moey.gov.jm**

Subject: “Education Officer (GMG/EO 2) – Policy Analysis and Research”

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