



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 Planner (SOG/ST 5) – Education Planning Unit
Planning and Development Division

Job Purpose

Under the general direction of the Senior Education Officer, the Education Planner is responsible to gather, collate, analyse, maintain, generate and disseminates geographic, demographic and educational data/information in order to facilitate projects/initiatives and policy development; and to update stakeholders in relation to the expansion, improvement, relocation or establishment of educational facilities across the island.

Key Responsibility Areas:

Technical / Professional

- Maintains and systematically updates the School Map and generates digital and hard copies of maps using the Geographic Information System (GIS) software;
- Facilitates school location planning through the School Mapping exercise, including making recommendations on the location of schools based on topography, population distribution and road network;
- Collects Global Positioning System (GPS) data on educational facilities to assist in the planning and rationalization of school places;
- Supports the preparation of situational analyses of educational institutions to determine the need for new school places and extension of educational facilities;
- Provides geo-spatial data for catchment area, situational and demand analyses that will guide developmental policies, plans and programmes;
- Provides data/ information, in various forms, for the preparation of project proposals for the development of educational facilities;
- Assists in establishing goals and objectives and devising strategies and implementation plans for the application of GIS Technology, in keeping with the Ministry's objectives;

- Generates geo -spatial data in various formats to support the preparation of reports by Education Officers and to satisfy requests from local and international agencies;
- Ensures the improvement and ongoing maintenance of the computerized GIS database, including database creation and design and geo-processing and modeling activities;
- Attends relevant meetings and workshops as directed.

Administrative Responsibilities

- Maintains the school mapping database and manipulates the data to generate required reports;
- Keeps abreast of changing GIS technology to improve the work of the Unit;
- Prepares reports on activities at required intervals;
- Provides GIS related training and support as required;
- Performs other related functions assigned from time to time by the ACEO, Education Planning.

Required Competencies:

Core

- Well-developed analytical and diagnostic 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

- Good knowledge of urban planning;
- Good knowledge of statistical publications and manuals that are relevant to the work being done;
- Sound knowledge of statistical analysis and database management;
- Sound knowledge of Geographic Information System (GIS) and Global Positioning System (GPS) related technologies;
- Sound knowledge of the MS Office Suite and the Internet;
- Awareness of the Jamaican education system.

Minimum Required Education and Experience

- Bachelor's Degree in Geography , Urban and Regional Planning or equivalent qualifications;
- Certification in GIS/GPS systems;
- Three (3) years' experience in a similar position;
- To recommend changes to the GIS/GPS software and related database systems.

Specific Conditions Associated with the Job

- Required to travel to schools/educational institutions to gather data;
- Required to possess a valid Driver's Licence and a reliable motor vehicle;
- May be required to work beyond normal working hours in order to meet deadlines.

Remuneration Package:

Salary scale - ***\$1,271,811.00 – 1,511,784.00 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 Planner (SOG/ST 5) – Education Planning Unit, Planning & Development Division”

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