



MINISTRY OF EDUCATION, YOUTH & INFORMATION
CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following **vacant position**:

Project Lead (GMG/SEG 4), Digitization and MyHR+ Implementation
Direction and Administration Division

Job Purpose:

Under the general direction of the Permanent Secretary the Project Lead, Digitization and HR Plus Implementation, is responsible for managing, leading and coordinating the development and implementation of a system for the digitization and integration of all personal files into the MyHR+ system for the Ministry and its seven (7) Regions.

Key Responsibility Areas

Technical and Professional:

- Develops an implementation plan outlining targets, activities and strategies to be employed to achieve completed digitization of all personal records and files;
- Develops standards and systems and documents procedures, for the digitization of records;
- Monitors the performance of work completed in collaboration with Regional Directors to ensure accurate capturing of records and the treatment of personal information for academic and non-academic staff in the public education system;
- Manages the Quality Control process for the digitization of records which includes inspection, evaluation and auditing of processes;
- Recommends and tracks the implementation of appropriate corrective measures;
- Manages the scanning and preparation of records for digitization;

- Develops and designs detailed training plans on the utilization of the equipment for the completion of the digitization of the personal records and deliver scheduled training to staff;
- Develops MyHR+ implementation and process flow/ transition manual to support the development of comprehensive strategic plans for the incorporation of the digitized records;
- Identifies risks likely to affect the project across the Ministry and Regions, develops and implements risk mitigation strategies:
- Manages the execution of the Digitization and MyHR+ implementation by:
 - Defining and determining the scope and objectives;
 - Creating deliverables to accomplish the work planned and scheduled for the implementation.

Administrative/Management:

- Prepares the annual work plan/budget for the project;
- Prepares and submits weekly, monthly, and other reports as required;
- Provides technical advice for the development/review of operating policies and procedures for the project;
- Attend meetings as scheduled or directed;
- Develops in-house training for the staff at central ministry and in the regions.

Human Resource:

- Develops and manages the performance of 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 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 and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends disciplinary action in keeping with established human resource policies;
- Conducts monthly and other ad hoc staff meetings as required;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- 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 of staff and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promote collaborative working relations;
- Conducts performance appraisals of staff supervised for required purpose and at required intervals;
- Performs other related duties as assigned.

Required Competencies:

Core

- Excellent administrative and supervisory skills;
- Excellent communication, social and collaborative skills;
- Ability to maintain confidentiality and integrity in matters of a sensitive nature;
- A high level of professionalism and be a strategic thinker;
- Good interpersonal and mediation skills;
- Excellent capacity to motivate others;
- Skills in the areas of research, interviewing and organizational interventions;
- Effective problem-solving and decision making skills.

Technical

- Sound knowledge of the following Acts and Regulations-: the Education Act, the Education Regulations, Staff Order for the Public Service (2004);
- Knowledge of the MOEYI's operations and structure Good knowledge of the Jamaican Education System;
- Sound knowledge of the operational challenges in the government service;
- Proficiency in Microsoft Office Suite and computer hardware, software and database management skills;
- Ability to use basic business tools/applications/processes (e.g. word processing, scanning technology, e-mail, keyboarding, basic information management conventions) necessary to perform job.

Minimum Required Qualification and Experience:

- Bachelor's Degree in Information Technology, Management, Education, Public Administration
with courses in Information Technology/Electronic Database Development;
- Three years' experience in database management;
- Experience in organizing, manipulating and synthesizing a wide range of qualitative and quantitative information/data to produce quality reports;
- Experience in Project Management would be an asset.

Specific Conditions Associated With the Job:

- Normal office environment;
- Required to work beyond normal working hours to complete activities;
- Required to possess a valid Driver's License and a reliable Motor Vehicle;
- Required to travel island-wide to visit Regional Offices and schools;

Remuneration Package:

Salary scale - ***\$3,032,763.00 – \$3,605,002.00 per annum along with any other allowance(s) attached to the post.***

Interested persons are invited to submit an application with résumé no later than **Friday, September 17, 2021** to the address presented below.

**Director – Human Resource Management
Ministry of Education, Youth & Information
2- 4 National Heroes Circle
Kingston 4**

OR

Email: jobapplications@moey.gov.jm

Subject: “Project Lead (GMG/SEG 4), Digitization and MyHR+ Implementation - Direction and Administration”

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