



MINISTRY OF EDUCATION, YOUTH & INFORMATION
CAREER OPPORTUNITY

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

Project Officer, MyHR+ Implementation (GMG/SEG 3)
Direction and Administration Division

Job Purpose:

Under the general supervision of the Project Lead, Digitization and HR Plus Implementation the Project Officer is responsible for providing technical support in the implementation of the MyHR+ system for the Ministry and its seven (7) Regions.

Key Responsibility Areas

Technical and Professional:

- Provides technical support to central Ministry, Regional staff and school administrators in resolving issues that may arise in using the MyHR + system during the implementation process;
- Undertakes checks and verification of information on the MyHR+ with users to ensure that database is up-to-date and accurate;
- Cleans data on MyHR + database at intervals by removing/correcting duplications inconsistencies and unwanted data;
- Troubleshoots and resolves problems related to the MyHR+ system as reported by users; refers complex problems to the Project Lead, Digitization and HR implementation for resolution;
- Collaborates in the development of the training plan for the training of staff in the use of the MyHR + system and the organization of training schedules;
- Provides technical support to divisions, regions and schools in establishing processes for data updates or other requirements;

- Liaises with the Ministry of Finance and the Public Service MyHR+ Technical Team to troubleshoot and have user log on issues addressed;
- Assesses hardware and internet needs of the regional offices and schools and provide technical advises and specifications to support the MYHR+ implementation.

Administrative Responsibilities:

- Prepares status reports on weekly/monthly basis or as required;
- Prepares annual work plan;
- Training manuals and materials prepared;
- Assess and recommends improvements in the processes/functions within the Project to enhance efficiency;
- Performs other related duties as assigned.

Required Competencies:

Core

- Good oral and written communication skills;
- Excellent customer service skills;
- Strong analytical and problem solving skills;
- Strong interpersonal skills;
- Ability to demonstrate a high level of initiative, professionalism and confidentiality;
- Ability to work as a part of a team;
- Ability to manage multiple tasks simultaneously and achieve under tight deadlines;
- Ability to troubleshoot common hardware and software problems;
- Attention to details.

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;
- Sound knowledge of the operational challenges in the government service;
- Good knowledge of the Jamaican education system;

- Good knowledge of relational databases, database design, optimization and troubleshooting;
- Sound knowledge of Microsoft SQL Server and/or MySQL database;
- Sound knowledge of Microsoft Windows and Office products;
- Sound knowledge of database extraction, reporting and analysis tools;
- Sound knowledge of established database management standards and procedures;
- Good knowledge of internet technologies including HTML, PHP,ASP;
- Proficiency in Microsoft Office Suite and computer hardware, software and database management skills.

Minimum Required Qualification and Experience.

- Bachelor's Degree in Information Technology, or Computer Science or equivalent qualifications;
- Professional certification in relevant information technology areas from a recognized institution;
- Two (2) years' experience in database administration;
- Training in Project Management from an accredited institution.

Specific Conditions Associated With the Job

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

Remuneration Package:

Salary scale - ***\$2,453,125.00 – \$2,915,995.00 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 Officer (GMG/SEG 3), MyHR+ Implementation - Direction and Administration”

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