



**MINISTRY OF EDUCATION & YOUTH  
CAREER OPPORTUNITY**

Applications are invited from suitably qualified persons in the Ministry of Education & Youth to fill the following **contractual position**:

***COMMUNITY RELATIONS SENIOR  
EDUCATION OFFICER (GMG/EO 3)  
Montego Bay Regional Office – Region Four***

**Job Purpose:**

The Community Relations Senior Education Officer contributes to improving the quality of education in the Region through the provision of Education Support and Community Relations services.

**Key Responsibility Areas:**

**Management/Administrative Responsibilities**

- Contributes to the Operational Plan of the Region;
- Represents the Ministry at conferences, meetings and civic events in the Region;
- Submits monthly status reports to the Director, Regional Educational Services.

**Technical/Professional Responsibilities**

- Assists with the development, implementation, monitoring, and revision of policies and procedures within the Ministry of Education and Youth;
- Disseminates the priority policies of the Ministry, ensuring that the MoE&Y policies and procedures are fully understood at the community level;
- Plans, organizes, directs and controls the School/Community Outreach Programme of the Ministry within the Region;
- Plans and executes activities under the local governance framework in collaboration with the Social Development Commission Interagency Network Committee in each parish;
- Manages Public Relations and Communications activities in the Region;
- Mobilizes assistance from private sector and other community-based organizations and individuals for schools where necessary;
- Evaluates schools' community relations against established standards;

- Plans and coordinates activities with the local Municipalities as it relates to Emergencies and Disasters;
- Identifies and disseminates best practices in community relations;
- Ensures that the Action Plans for all schools include activities relating to school/community relations, to include active parent inclusion plans;
- Supports schools in planning, implementing and monitoring school improvement plans concerning community relations;
- Collaborates with the other Educations Officers in monitoring the Security and Safety Programme in schools;
- Liaises with community groups such as the JCDC, SDC, 4H Clubs and stakeholder committees in order to coordinate community based educational activities, such as Parent Education, Parent Month, Incentive Awards, Jamaica Day and Education Week;
- Strengthens the schools' relationship with School-Based organisations, such as Parent/Teacher Associations and Past Students Associations;
- Manages the revitalization and operation of Parent/Teachers Associations in schools as needed;
- Manages, stimulates and coordinates Stakeholder Partnerships to ensure positive support;
- Updates and maintains the database on Stakeholder Partnership activities in the Region and also the resources that are realized from the community;
- Coordinates and participates in programmes to address matters such as poor attendance, absenteeism and parent education in the Region;
- Coordinates incentive programmes such as the LASCO Teacher of the Year, JTC Excellent Teachers Awards, etc.;
- Plans and directs Parenting Activities at the Regional Level;
- Coordinates and executes annual Ministry of Education and Youth's events regionally and nationally, such as Jamaica Day Activities, Consultations and Meetings with MoE&Y Executive Management Teams;
- Provides support for the Quality Education Circle Framework (QEC) and special MoE&Y intervention programmes;
- Coordinates Regional internal and external customer service, as well as, support activities;
- Coordinates and manages the collection, collation and storage of relevant school data within the Region, such as Enrolment, PMEU Smart Monitoring, eCensus and Census;
- Provides project writing training to enable Principals and PTA groups to access funding from local and international funding agencies;
- Collaborates with the Primary Unit and Early Childhood Commission in the mapping and coordination of infant modernization activities within the Region.

### **Human Resource Responsibilities**

- Develops and manages the performance of the Unit and its staff, including, 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 for the Unit by ensuring that established systems 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 supervised and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established human resource policies;
- Conducts staff meeting as required;
- Ensures that staff adhere to the policies and procedures of the Ministry and the Region;
- Recommends that staff be provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Conducts performance appraisals of staff supervised for required purpose and at required intervals.

### **Other**

Performs other related duties as assigned.

### **Required Competencies:**

#### **Core**

- Excellent communication, social and collaborative skills;
- Excellent planning and organizing skills;
- Ability to motivate others and be strategic thinker;
- Excellent research and analytical skills;
- Good interpersonal and conflict management skills.

#### **Technical**

- Sound knowledge of the Education Act and Regulations;
- Knowledge of the social, cultural and economic environment of schools in the Region.

### **Minimum Qualification and Experience:**

- Master's Degree in Mass Communication/Public Relations with at least five (5) years' teaching experience in a supervisory position

**OR**

- Master's Degree in an Educational Related Discipline with at least five (5) years' experience in a Public Relations educational environment

### **Authority:**

- To represent the Ministry at public functions;
- To mobilize assistance from private sector and other sources for schools in the Region;
- To expand the allotted budget in accordance with stipulated guidelines.

**Special Conditions Associated with the Job:**

- Required to travel extensively within the Region.
- Required to possess a valid Driver's License and a reliable motor vehicle.
- Normal Office Environment

**Remuneration Package:**

Salary Scale - \$4,008,906 – \$4,765,329 per annum along with allowance(s) attached to the post

Interested persons are invited to submit an application with résumé no later than **Friday, April 29, 2022** to the address presented below.

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

**Email: [jobapplications@moey.gov.jm](mailto:jobapplications@moey.gov.jm)**

**Subject: “Community Relations Senior Education Officer (GMG/EO 3) – Region 4”**

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