



**MINISTRY OF EDUCATION & YOUTH**  
**CAREER OPPORTUNITY**

Applications are invited from suitably qualified persons in the Ministry of Education and Youth to fill the following contract position:

***Chief Education Transformation Officer  
(CETO)***

**Job Purpose:**

Under the general direction of the Permanent Secretary - Ministry of Education and Youth (MOEY) and the Education Transformation Oversight Committee (ETOC), the incumbent will serve as the high-level orchestrator of the numerous complex processes required for wide scale transformation of the Education Sector. The incumbent will also manage the overall execution of the implementation plan, collaborating with the Minister, Permanent Secretary and other Ministry Executives, identifying risks and developing risk mitigation strategies to ensure success.

**Key Responsibility Areas:**

**Professional/Technical Responsibilities**

- Develops Strategic Plans to guide the operations and implementation activities of the Ministry.
- Prepare Weekly action/achievement tracker.
- Develops and implements Policy Framework in accordance with strategic goals and objectives.
- Provides technical advice to the Permanent Secretary and the Minister on Education, policy legislation and all technical policy management issues for the Ministry and its Divisions, Agencies and Departments.
- Develops links and relationships with other government ministries and appropriate regional and international organizations.
- Reviews and analyses Policies and legislations.
- Drafts Policy papers and cabinet submissions.
- Provides support and guidance on Education Transformation initiatives to the Ministry's portfolio Agencies and Departments and other Government Ministries.
- Mechanisms to monitor and evaluate the performance of the Education Transformation established.

- Develops coherent and affordable Strategic Business and Operational plans, reflecting budgetary limits, for the activities and operations of each applicable policy area covered within the transformation portfolio.
- Systems and processes established within the unit to ensure achievement of objectives and targets.
- Ensures an adequately skilled and competent team in place to implement the recommendations and initiatives stemming from the Patterson Report.
- Develops and executes Risk Management Plans.
- Ensure that the operation of the unit meets the expectations of key stakeholders.
- Oversee the efficient and effective day-to-day operation of the implementation unit.
- Draft cabinet submissions, background papers and presentations as required.
- Ensure that confidentiality maintained across the implementation team.
- Provide support to the oversight committee by preparing the relevant reports and presentations.
- Oversee the planning, implementation and evaluation of the various programmes and implementation plans of all the work streams.
- Ensure that the programs and work plans of each work stream contribute to the success of the team's mission and reflect the priorities of the Ministry of Education & Youth.
- Oversee the planning, implementation, execution, and evaluation of any special projects.

### **Management Responsibilities**

- Develops the strategic plans to guide the operations and implementation programme of the Ministry.
- Works closely with the Permanent Secretary to prepare a comprehensive budget for the transformation/implementation unit.
- Provides leadership, direction, and guidance to ensure the successful implementation of the action plan.
- Identifies, assesses, and informs the Minister, of internal and external issues that affect the implementation of the plan.
- Acts as a professional advisor to the Chair of the Education Oversight Committee on all aspects of the implementation activities.
- Fosters effective teamwork between the implementation team and the other areas of the Ministry.
- Executes the implementation plan, including leading change management and communications components.
- Ensures that all agents relevant to the execution of the plan discharge their responsibilities effectively and efficiently, and are held responsible and accountable to the plan's success.
- Monitors and evaluate progress in meeting set targets, including changes or relevant developments taking place throughout the course of the project.
- Collaborates with the Project Manager to provide timely reports and updates to the Minister, Office of the Prime Minister and ETOC on the progress of the

implementation plan, advising of delays, risks, opportunities, and other relevant matters. Team led, managed and guided to achieve objectives.

- Ensure Systems for financial control and human resource management within the unit in place and operational in accordance with the required standards.
- Ensures Communication and Knowledge Management Systems are established within the Unit.
- Ensures Unit's budgets managed effectively and efficiently.
- Ensures Performance Reviews and Work Plans prepared and submitted.

### **HR Responsibilities**

- Provides leadership to staff through effective objective/goal setting, delegation, and communication.
- Fosters teamwork, a harmonious working environment and promotes collaborative working across Divisions/Units.
- Develops and manages the performance of the Unit and its 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.
- Monitors the routine operations of the Unit and oversees and reviews and evaluates the work of staff members.
- Implements and maintains the established HR management systems.
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.
- Conducts performance appraisal of staff.
- Participates in the recruitment and selection of staff.
- Approves vacation leave sick and departmental leave for staff in the unit and participates in the administration of staff benefits in keeping with established human resource policies.
- Conducts monthly and other ad hoc staff meetings.
- Ensures staff adheres to the policies and procedures of the Ministry.

### **Required Competencies:**

- Sound knowledge of the following Acts:
  - Education Act and Regulations,
  - The Child Care and Protection Act
  - The Access to Information , and other related regulations
- Excellent Knowledge of the Ministry's policies, rules and regulations
- Excellent knowledge of the Jamaican education system
- Sound knowledge of the latest trends in curriculum development
- Sound knowledge of global trends in education & educational development
- Proficiency in the use of Microsoft Office Suite
- Sound leadership, decision-making, strategic thinking and problem solving skills
- Strong ability to interpret and analyse the policies and regulations relating to the education system
- Excellent analytical, interpretive and motivational skills

- Highly developed planning, organizing and coordinating skills
- Excellent oral, and written communication skills
- Excellent report writing skills
- Excellent public speaking and presentation skills
- Excellent coaching and human relations skills
- Excellent teamwork and negotiating skills
- Excellent time management, multitasking and prioritizing skills
- Ability to display professionalism in various and challenging circumstances
- Strong ability to work under pressure and meet strict deadlines.
- High level of professionalism and integrity required to be displayed at all times
- Widely acknowledged among peers as an outstanding leader in the education field
- Ability to demonstrate a high level of confidentiality and integrity

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

- A Masters' Degree with a minimum five (5) years' of progressive senior management experience in a public or private sector organization.
- Must have managed the transformation/significant business change or a work stream in the transformation/significant business change of an organization.
- Excellent understanding of the public sector governance policies and procedures

### **Specific Condition associated with the job:**

- Normal office working conditions;
- The nature of the job may require extensive local and overseas travel with extensive local and regional networking.

Interested persons are invited to submit an application with résumés no later than **Friday, August 26, 2022** to the address presented below.

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

OR

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

**Subject: “Chief Education Transformation Officer (CETO)”**

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