

**MINISTRY OF EDUCATION**  
**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Administrator
<b>JOB GRADE:</b>	GMG/AM3
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Human Resource Management and Administration
<b>SECTION:</b>	Teachers Services Commission and Appeals Tribunal Secretariat
<b>REPORTS TO:</b>	Director, Teachers' Services Commission
<b>MANAGES:</b>	Records Officer PIDG/RIM II

**Job Purpose:**

The incumbent is responsible for providing administrative and secretarial support to the Teachers Services Commission (TSC) and Appeals Tribunal Secretariat, including the review of teachers' academic awards and transcripts; ascertaining the accreditation status of awards, institutions and programmes; and serving as the recording secretary at meetings of the Teachers Services Commission.

**Key Outputs:**

- Academic awards/transcripts reviewed/assessed
- Accreditation status of awards/institutions/programmes ascertained
- Proceedings of meetings recorded/prepared
- Information for TSC researched

**Key Responsibility Areas:**

**Technical / Professional Responsibilities**

1. Reviews teachers' academic awards/transcripts and prepares worksheets for the Qualifications Committee's assessment of qualification

2. Ascertains the accreditation status of each award and prepares letter to the relevant institution for additional information, as required
3. Liaises with the University Council of Jamaica, Embassies, High Commissions and other agencies to ascertain accreditation of educational institutions and programmes
4. Performs the function of recording secretary at meetings of the Teachers' Service Commission
5. Emails decisions of the Evaluation of Qualifications Committee to the Head, Schools' Personnel in the Regional Offices for implementation
6. Refers files with decisions to the relevant officers in the regional office to be addressed
7. Researches and provide information for the Teachers' Service Commission (TSC) as requested
8. Liaises with the Regional Office and teachers concerning issues relating to the Evaluation of Qualifications
9. Performs any other duties assigned.

#### **Management/Administrative Responsibilities**

- Supervises and coordinates the day-to-day activities of Records Officer in areas of responsibility

#### **HR Responsibilities**

- Contributes to the performance appraisal of Records' Officer by establishing objectives, and monitoring and appraising performance

#### **Performance Standards:**

- Records of meetings are complete, accurate and prepared in a timely manner
- Research of information for Teachers' Services Commission is thorough and conducted in a timely manner
- Reviews of teachers' academic awards/transcripts and preparation of worksheets are thorough and timely with due regard for accuracy, completeness and verification of information/documentation
- Information/documentation regarding accreditation status of awards and of educational institutions and

programmes are ascertained

- Performance objectives for staff supervised are established, performance monitored and appraisal conducted in a timely manner

**Internal and External Contacts (specify purpose of significant contacts):**

**Internal Contacts**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Teachers Services Commission	Re functions as recording secretary and research of information
Evaluation of Qualifications Committee	Re documentation/information

**Contacts external to the organisation required for the achievement of the position objectives:**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
University Council of Jamaica; Embassies; High Commissions	To ascertain accreditation of educational institutions and programmes
Regional Offices; Teachers	Re decisions of the Evaluation of Qualifications Committee

**Required Competencies:**

**Core**

- Excellent interpersonal and customer service skills
- Excellent time management and organizing skills
- Ability to communicate effectively in both oral and written formats
- Ability to demonstrate a high level of initiative, professionalism and confidentiality
- Ability to plan work to meet timelines

**Technical**

- Knowledge of the Staff Orders, Public Service Regulations and the Ministry's policies and procedures.
- Knowledge of the terms and conditions that governs contract staff
- Proficiency in relevant Microsoft Office Applications

**Minimum Required Education and Experience**

- Bachelor's Degree in Public Administration/Human Resource Development/Management or the Arts
- Minimum of three (3) years' experience in a related field

**OR**

- Diploma in Public Administration/Personnel Management
- Training in Supervisory Management
- Two (2) years on the job training

**Authority:**

- To recommend leave of absence for staff supervised
- To supervise the activities of staff

**Specific Conditions associated with the job:**

- N/A

