



**MINISTRY OF EDUCATION & YOUTH
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Project Lead, Digitization and MyHR Plus Implementation
JOB GRADE:	GMG/SEG 4
POST NUMBER:	
DIVISION:	Direction and Administration
SECTION/UNIT:	
REPORTS TO:	Permanent Secretary
MANAGES:	

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 Outputs:

- Annual Work Plans prepared
- Implementation Plan prepared
- Sensitization and training sessions organized/conducted
- Risks identified and controlled
- Risk mitigation strategies developed
- Reports prepared and submitted
- Records Management Systems managed
- Staff Performance Appraisals performed
- Documents produced

Key Responsibility Areas

Technical and Professional Responsibilities

- 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; and
- 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 Responsibilities

- 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

HR Responsibilities:

- 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.

Other Responsibilities

- Performs other related duties as assigned

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

Within the Ministry

Contact (Title)	Purpose of Communication
Permanent Secretary	To provide updates and reports
Chief Education Officer	To provide updates and reports
Principal Finance Officer	To access required information
Director- Human Resource Management	To access required information and provide technical advice
Directors – School’s Personnel in Regional Offices	To access required information and provide technical advice
Regional Directors	To collaborate and share information

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

Contact (Title)	Purpose of Communication
Principals and Bursars	To access information/ provide technical advice
Ministry of Finance and the Public Service MyHR+ experts	To request technical advice

Performance Standards

- Key deliverables produced within agreed timeframes and at required standards
- Implementation Plan prepared and submitted within agreed timeframe
- Technical support provided to customers/clients in an efficient and accurate manner.
- Customer service is maintained to the standards established by the Unit.
- Excellent customer service skills utilized to meet and exceed customers' expectations
- Employs sound judgment to prioritize workflow ensuring timely completion and maximizing client satisfaction
- High risks levels are effectively, timely and accurately identified, analysed and dealt with;
- Changes to scope of Digitization and MyHR+ implementation are managed in accordance with the required standards;
- Training materials are developed in accordance with set specifications and deadlines
- Sensitization and training programmes are completed within stipulated timeframes
- Comprehensive periodic and special reports and are prepared and submitted in a timely manner and according to required format;
- Technical files and records are maintained and managed in an organized manner and in accordance with relevant policies, procedures and guidelines.

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.

Authority To:

- Approve expenditure within prescribed limits
- Access confidential information
- Make recommendations for risk mitigation strategies
- Recommend corrective measures
- Recommend employment, termination, terms and conditions
- Approve departmental and sick leave
- Recommend vacation leave
- Provide documents to clients

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