Ministry of Education & Youth

CAREER OPPORTUNITIES
OLD HARBOUR REGIONAL OFFICE (REGION 6)
CLARENDON REGIONAL OFFICE (REGION 7) &
MONTEGO BAY REGIONAL OFFICE(REGION 4)

JOB TITLE:

HUMAN RESOURCE OFFICER -ACADEMIC (GMG/AM 4) - VACANT

REGIONAL SCHOOLS' HUMAN RESOURCE MANAGMENT SECTION

JOB PURPOSE

Under the general supervision of the Senior Human Resource Officer, the Human Resource Officer-Academic is responsible for the administration of the HR functions of staffing and workforce planning for academic staff in assigned educational institutions in the region in accordance with agreed protocols, union agreements and procedures.

REQUIRED EDUCATION AND EXPERIENCE

Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences with at least two (2) years' experience in a Human Resource Management environment;

Or

Associate Degree in Human Resource Management, Management Studies, Public/Business Administration or related social sciences with at least five (5) years' experience in a Human Resource Management environment

REMUNERATION PACKAGE:

Salary Scale/Pay Band 6 - $2,190,302.00 - $2,945,712.00 per annum

EDUCATE Jamaica 2.0

Ministry of Education & Youth

CAREER OPPORTUNITIES
MONTEGO BAY REGIONAL OFFICE, REGION FOUR

JOB TITLE

DATABASE ADMINISTRATOR (MIS/IT 4)- VACANT
REGIONAL SCHOOLS' HUMAN RESOURCE MANAGMENT SECTION

JOB PURPOSE

Under the general supervision of Human Resource Management Information Systems (HRMIS) Manager, the Database Administrator is responsible for providing administrative and technical support to the Human Resource Management Information Systems Section. The incumbent is also responsible for creating and maintaining electronic files for employees and populating employee data into the Human Resource Information System (HRMIS).

REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Computer Science/Data Administration or equivalent qualification;

- At least two (2) years' working experience in an database administration environment

REMUNERATION PACKAGE:

Salary Scale/Pay Band 7 - $2,735,387.00 -$3,678,791.00

EDUCATE Jamaica 2.0

Ministry of Education & Youth

CAREER OPPORTUNITIES

FOR FURTHER INFORMATION, PLEASE CONTACT MISS SHARON GREEN – HUMAN RESOURCE MANAGEMENT SECTION AT EXT. 5949. INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, MARCH 24, 2023 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR – HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION & YOUTH
2 NATIONAL HEROES CIRCLE,
KINGSTON 4
OR
E-MAIL: JOBAPPLICATIONS@MOEY.GOV.JM

SUBJECT: "INDICATE NAME OF POST AND REGION"

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

EDUCATE Jamaica 2.0

MINISTRY OF EDUCATION, YOUTH & INFORMATION
REGIONAL EDUCATIONAL SERVICES DIVISION
JOB DESCRIPTION AND SPECIFICATION (Proposed)

JOB TITLE: Human Resource Officer – Academic (x4)	
JOB GRADE: GMG/AM 4	
POST NUMBER:	
DIVISION/BRANCH: Division of Schools' Services /Regional Educational Services	
SECTION/UNIT: Human Resource Management Academic	
REPORTS TO: Senior Human Resource Officer	
MANAGES: N/A	

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____   _____
Employee   Date

_____   _____
Manager/Supervisor   Date

_____   _____
Head of Department/Division   Date

_____   _____
Date received in Human Resource Division   Date Created/revised

Job Purpose

Under the general supervision of the Senior Human Resource Officer, the Human Resource Officer - Academic is responsible for administration of the HR function of staffing and workforce planning for Academic staff in assigned educational institutions in the region in accordance with agreed protocols, union agreements and procedures.

Key Outputs

- Schools staffing (Academic) actions (appointments, acting, transfers, special assignment, secondment, etc) processed
- Submissions to Evaluation of Qualifications Committee prepared
- Schools' compensation processes and procedures completed
- Schools' HR statistics and reports prepared
- Schools' HR audits conducted
- Technical advice provided
- Annual/Quarterly/Monthly performance reports prepared
- Individual work plans developed

Key Responsibility Areas:
Technical / Professional Responsibilities:

- Processes request for academic staffing (appointments, acting, promotions for academic staff) in the Region by:
  - Checking appointment forms and supporting documents for accuracy;
  - Verifying existence of vacancies;
  - Dispatching approved appointment forms and letters to respective schools;
- Administers the Schools' Human Resource policies and procedures in keeping with the Education Act (Education Code) MoFPS SHRMD policies and the Public Service Regulations;
- Assesses assigned educational institutions workforce requirement in order to meet the needs of the Region's and MoEY's objectives;
- Conducts research on related recruitment and general staffing issues as directed to inform HR Planning and analysis in the region;
- Reviews and validates submissions from educational institutions concerning staff appointments and related actions;
- Collaborates with internal and external stakeholders to facilitate a high volume of recruitment and employment applications to ensure recruitments are completed in a timely manner and are consistent with Education Code, public sector procedures and regulations;
- Participates in the design, review/modification of tools and instruments geared at supporting the recruitment processes, i.e. assessment centres, interview questions, assessment rubrics, scoring regimes, etc.;
- Assists in the coordination of the recruitment processes such as advertisement, assessment of

applications, administering of assessment centre, arrangement of interview in assigned educational institutions;

- Provides assistance with shortlisting of candidates and preparing for and arranging interviews in educational institutions;
- Develops submissions (including probationary performance reports for permanent appointments) for consideration by the appropriate Committee;
- Advises the Schools Financial Unit/Payroll Section regarding staff appointments, promotions, assignments, transfers separations in accordance with directives of the Evaluation of Qualification Committee or any related committee;
- Prepares documentation for submission to the Disciplinary Committee for employees who are in constant breach of HR policies and procedures;
- Provides support in conducting and documenting background checks on prospective candidates for educational institutions;
- Provides timely and accurate reports on recruitment and staffing statistics across the Educational Institutions in the region;
- Conducts of Schools HR audits to assess HR records management conditions/practices, verification of adherence to compensation/salary guidelines/rules and related activities;
- Assists with the coordination and conducts onboarding and orientation programmes by developing schedules, coordinating logistics and any other related duties to foster positive attitude toward the MoEY's/Region's organizational objectives concerning educational institutions;
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes where necessary to improve the service quality and productivity of the Schools HR Section and organization.

OTHER

- Performs other related duties as assigned from time to time by the Manager.

Performance Standards

- Schools staffing (academic) actions (appointments, acting, transfers, special assignment, secondment, etc) processed in accordance with the established procedures/standards and timelines;
- Submissions to Evaluation of Qualifications Committee prepared are in keeping with the agreed standards, established HR practices and timelines;
- Compensation processes and procedures completed in accordance with the MOFPS – SHRMD guidelines and timelnes;
- Schools' HR statistics and reports prepared are evidence-based, completed in accordance with agreed standards and timelines;
- Schools' HR audits conducted are evidence-based, completed in accordance with agreed standards and timelines;
- Recommendations and or advice provided are evidence-based (supported by qualitative/quantitative data) and delivered within agreed timeframes.

- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Individual Work Plans developed in conformity to established standards and within agreed timeframes;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

Internal And External Contacts (specify purpose of significant contacts

Within the Ministry of Education

Contact (Title)	Purpose of Communication
Teachers' Salaries	Salary query etc.
Other sections within the Region	Information and Clarification
Other Regional Offices	Information and Clarification
Schools Human Resource Central Ministry	To Obtain and provide Information

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

Contact (Title)	Purpose of Communication
Principals, Teachers, Bursars and Secretaries	Liaises on matters relating to employment and conditions of service of teachers.
Ministry of Finance & the Public Service	Collaboration on matters relating to study leave.
University Council of Jamaica	Accreditation of programmes
School Boards	To obtain information

Required Competencies

Core

- Ability to provide good customer service

- Good oral and written communication skills.

- Ability to pay attention to details

- Confidentiality consistently demonstrated

Technical

- Knowledge of the principles of public sector management;

- Knowledge of Human Resource Management principles and practices;

- Knowledge of the Education Code of Regulations

- Working knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD - Trade Union, Staff Agreements Association and Public Service Regulations

Human Resource Officer - Academic Staff
Human Resource Management Unit

- Knowledge of the Ministry's Policies, Rules and Guidelines

- Excellent presentation skills;

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;

- Ability to work independently and make sound and reasoned decisions;

Minimum Required Education and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;
- Two (2) years' experience in a Human Resource Management environment.

OR

- Associate Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;
- Five (5) years' experience in a Human Resource Management environment.

Authority To:
- access confidential employee records

Specific Conditions Associated With the Job

- Normal office working conditions
- required to work beyond normal working hours to complete assignments

Human Resource Officer - Academic Staff
Human Resource Management Unit

MINISTRY OF EDUCATION & YOUTH
REGIONAL EDUCATIONAL SERVICES BRANCH
JOB DESCRIPTION AND SPECIFICATION-

JOB TITLE:	Database Administrator
JOB GRADE:	MIS/IT 4
POST NUMBER:	
DIVISION/BRANCH: Division of School's Services/Regional Educational Services	
SECTION/UNIT :	Schools' Human Resource Management
REPORTS TO:	Human Resource Management Information Systems Manager
MANAGES :	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____   _____

Employee   Date

_____   _____

Manager/Supervisor   Date

_____   _____

Head of Department/Division   Date

_____   _____

Date received in Human Resource Division   Date Created/revised

Strategic Objectives

Job Purpose

Under the general supervision of HRMIS Manager, the Database Administrator is responsible for providing administrative and technical support to the Human Resource Management Information Systems Section. The incumbent is also responsible for creating and maintaining electronic files for employees and populating employee data into the Human Resource Information System (HRMIS).

Key Outputs:

- Annual work Plan prepared

- Electronic Employee files created, updated and maintained

- Staff and Contract Listings Updated

- Schedules of qualification and work history created and updated

- Data inputted into the Human Resource Management Information System (HRMIS)

- Administrative and technical support provided

- Annual/Quarterly/Monthly performance reports prepared

- Database security and integrity maintained

- Post Audits updated

- E-census updated

Key Responsibility Areas:

Administrative Responsibilities

- Creates, updates and maintains electronic employee files for academic and non-academic staff ;

- Updates Staff and Contract List in relation to appointments, acting appointments/assignments, operation of new, reclassified or upgraded post(s) approved by the Ministry of Finance and the Public Service;

- Performs data entry by inputting human resource data for all the staff within the Region in respect of, resignations, terminations, pre-retirement leave, retirement, death and name changes etc.

- Verifies and ensures information relating to the all Education Institutions are correct in the Educational Institution Establishment Order;

- Generates staff list reports and other reports as required;

- Updates E-Census databases;

- Prepares Post Audit reports ;

- Creates and updates schedules of qualification and work history for staff members;

- Provides accurate information and sound technical advice to internal and external customers;

- Maintains data security and integrity and report irregularities or breaches to HRMIS Manager

Other

- Performs other related functions that maybe assigned from time to time.

Management/Administrative Responsibilities

- Prepares Individual Work Plan for review and discussions with the Senior Human resource Officer (HRMIS);

- Participates in meetings, seminars, workshops and conferences as required;

- Prepares reports and programme documents as required;

Performance Standards:

- Employee data entered into the HRMIS is accurate and is done in a timely manner;
- Employee data is maintained confidential;
- Reports are generated as needed;
- Data security and integrity is maintained in keeping with established standards and timeframes;
- Information collated is relevant and presented within the given timeframe;
- Reports are prepared and dispatched in an efficient and timely manner;
- Orange HRM/My HR Plus updated on a timely basis;
- Staff and Contract Listing updated on a timely basis;
- E-census and Post Audits updated on a timely basis.
- Individual Work Plans developed in conformity to established standards and within agreed timeframes;

Internal and External Contacts (specify purpose of significant contacts:

Within the Ministry

Contact (Title)	Purpose of Communication
Staff of the Regions	To answer queries and provide/request information/data
ICT Division	To answer queries and provide information and to trouble-shoot IT related problem(s)

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

Contact (Title)	Purpose of Communication
Members of the public	To answer queries and provide information

Required Competences:
Core

- Excellent communication skills

- Excellent Customer Service skills

- Excellent Interpersonal skills and team management skills

- Good time management skills and the ability to meet deadlines

- Strong computer literacy and typing skills

- Ability to manage stress

- Critical and analytical thinking skills

- High level of confidentiality and professionalism

- Report writing skills

- Meticulous, detail oriented and accurate

Technical
- Knowledge and understanding of the Public Service Regulations and the Ministry's policies, procedures and regulations governing Human Resource Management;

- Good knowledge and understanding of circulars and addendums from the Office of the Services Commission and the Ministry of Finance and the Public Service

- Knowledge of relevant computer systems and applications appropriate to assigned responsibilities

- Knowledge of salary administration practices and procedures

- Good knowledge of the Educational Institutions Establishment Act

Minimum Required Education and Experience

- Diploma in Computer Science/Data Administration or equivalent with
- At least two (2) years' working experience in an database administration environment

Authority To:

- access confidential information

Specific Conditions associated with the job

- May be required to work beyond normal working hours.

- Normal working conditions

- Required to handle dusty files

- Maybe required to meet tight deadlines