



## **MINISTRY OF EDUCATION & YOUTH**

### **ADMINISTRATOR, DIRECTOR 1 (GMG/SEG 1) SCHOOL FEEDING PROGRAMME, REGIONS 1 – 6**

The incumbent will report directly to the Director of the School Feeding Programme and will have a functional reporting relationship with the Director-Regional Educational Services, in planning, implementing and monitoring of the Ministry's School Feeding Programme to ensure that targets are achieved in support of the School Feeding Programme.

#### **Key Responsibility Areas:**

##### **Technical/Professional Responsibilities**

1. Contributes to the preparation of the Annual Operational Plan and Budget for the School Feeding Programme;
2. Manages and controls the payments for Feeding Grants and the PATH Nutritional Support Grants by:
  - Verifying the Feeding Grant allocation for each school on the Cooked Lunch Component of the School Feeding Programme based on enrolment and approved budget and collaborate with the Regional Financial Controller;
  - Reviewing list/spreadsheets sent to the regions for PATH Subsidy and report immediately any discrepancies;
  - Preparing Payment Vouchers and monitoring process to ensure timely preparation of payments to schools;
  - Ensuring that payments are made to schools with PATH beneficiaries based on approved budget and listing obtained from the Ministry of Labour and Social Security.
3. Liaises with schools with/without canteen concessionaires and taking appropriate follow-up action by:
  - Monitoring schools with canteen concessionaires to ensure that the guidelines stipulated by the Government of Jamaica through the Ministry of Education and Youth are followed and standards upheld.

- Liaising with the Early Childhood Commission (ECC,) Infant, Primary and Secondary schools on meals served to students.
4. Monitors the deliveries of meals to schools by Nutrition Products Limited each month and provides relevant reports to Head Office, the Director, School Feeding Programme and the Director, Regional Educational Services;
  5. Monitors the operations of the School Feeding Programme through monthly visits to schools in the regions to observe operations. Provides monthly reports to the Director, School Feeding Programme and the Director, Regional Educational Services;
  6. Ensures the reconciliation of returns from schools on the Nutrition Products Ltd. component with accounting information supplied by Nutrition Products Ltd;
  7. Prepares and submits the following reports and financial statements for submission to the Director, School Feeding Programme and the Director, Regional Educational Services ;
    - Monthly Reports on the Traditional School Feeding Programme;
    - Quarterly Financial Reports on PATH Returns Subsidy submissions of Schools in the Region.
  8. Provides updates and monitors schools in the Region on the strategic direction of the School Feeding Programme to include the National School Nutrition Policy, The National School Nutrition Standards, and Concessionaire Contracts and other related documents;
  9. Identifies and organises training for new principals and other stakeholders annually and submits the list to the Director, School Feeding Programme and the Director, Regional Educational Services; and coordinate training activities;
  10. Maintains a database of all schools on the School Feeding Programme and students on the Welfare Programme in the region.
  11. Conducts annual research on the progress of the School Feeding Programme in the region, collates and provides reports to the Director, School Feeding Programme and the Director, Regional Educational Services;
  12. Monitors the progress of the National School Nutrition policy observing timelines and possible drawbacks/challenges.

13. Assists in coordinating and arranging meetings and other school feeding events in the regions to sensitize principals, parents and students on the School Feeding Programme and prepares the minutes as necessary.
14. Monitors and provides technical assistance in the reconciliation of the Quarterly Canteen Returns from schools on the Cooked Lunch Component and the PATH Programme.
15. Supervises students on work experience assignments to the Unit.
16. Monitors the operations of the School Feeding Programme through regular visits to schools in the respective regions to observe operations and to do spot checks on operations.
17. Ensure that schools are following the stipulated operating procedures and guidelines in the procuring the services of canteen concessionaires.
18. Prepares monthly and quarterly reports and submits to the Director, Regional Educational Services and the Director, School Feeding programme.
19. Performs any other related duty as required.

**Required Competencies:**

**Core**

- Planning and organising skills.
- Ability to communicate effectively orally and in writing and at all levels.
- Analytical and problem-solving skills
- Ability to supervise staff effectively
- Good interpersonal skills
- Proficiency in the use of relevant computer software applications

**Technical**

- Knowledge of the Government's Financial and Budgetary systems
- Knowledge of Government's Procurement Guidelines
- Knowledge of the School Feeding Programme
- Knowledge of the School Feeding Policy

**Minimum Qualification and Experience:**

- Bachelor's Degree in Social Sciences/Business Administration/ Management or equivalent from an accredited institution.

**PLUS**

- Two (2) years' related experience.

**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:**

- Normal Office Environment
- Required to travel to visit schools