



MINISTRY OF EDUCATION, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION (Present)

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|----------------------|-------------------------|
| JOB TITLE: | Education Planner |
| JOB GRADE: | SOG/ST5 |
| POST NUMBER: | |
| DIVISION: | Planning & Development |
| SECTION/UNIT: | Education Planning Unit |
| REPORTS TO: | SEO, Education Planning |
| MANAGES: | N/A |

Job Purpose

To gather, collate, analyse, maintain, generate and disseminates geographic, demographic and educational data/information in order to facilitate projects/initiatives and policy development; and to update stakeholders in relation to the expansion, improvement, relocation or establishment of educational facilities across the island.

Key Outputs:

- An up-to-date School Map
- Recommendations made in respect of school location planning
- GPS data on educational facilities collected
- Spatial data provided for the preparation of situational, demand and catchment area analyses
- Educational planning GIS related data provided for use by technical field personnel, Education Officers and local and international stakeholders
- Objectives, strategies and implementation plans for the application of GIS Technology recommended
- The computerized GIS database maintained and
- The school mapping database maintained and required reports extracted
- Reports on activities prepared

Key Responsibility Areas:

Technical / Professional Responsibilities

- Maintains and systematically updates the School Map and generates digital and hard copies of maps using the Geographic Information System (GIS) software.
- Facilitates school location planning through the School Mapping exercise, including making recommendations on the location of schools based on topography, population distribution and road network.
- Collects Global Positioning System (GPS) data on educational facilities to assist in the planning and rationalization of school places.
- Supports the preparation of situational analyses of educational institutions to determine the need for new school places and extension of educational facilities.
- Provides geo-spatial data for catchment area, situational and demand analyses that will guide developmental policies, plans and programmes
- Provides data/ information, in various forms, for the preparation of project proposals for the development of educational facilities
- Assists in establishing goals and objectives and devising strategies and implementation plans for the application of GIS Technology, in keeping with the Ministry's objectives.
- Generates geo -spatial data in various formats to support the preparation of reports by Education Officers and to satisfy requests from local and international agencies.
- Ensures the improvement and ongoing maintenance of the computerized GIS database, including database creation and design and geo-processing and modeling activities.
- Attends relevant meetings and workshops as directed

Administrative Responsibilities

- Maintains the school mapping database and manipulates the data to generate required reports.
- Keeps abreast of changing GIS technology to improve the work of the Unit
- Prepares reports on activities at required intervals.
- Provides GIS related training and support as required

Other

- Performs other related functions assigned from time to time by the ACEO, Education Planning.

Performance Standards:

- The School Map is consistently accurate and up-to-date.
- Sound and reliable recommendations are made in respect of school location planning.
- GPS data collected on educational facilities is accurate.
- Information for situational, demand and catchment area analyses are accurate, reliable and timely.
- Accurate and reliable geo-spatial data for educational planning provided for use by technical field personnel, Education Officers and local and international stakeholders.
- Recommended goals, objectives, strategies and implementation plans for the application of GIS Technology are sound and reliable.

- The computerized GIS database, the school mapping database and other data capture and storage systems are well organized, capable of generating required data and secure.
- Reports are comprehensive, timely and accurate.
- Harmonious relations are maintained with internal and external contacts.

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

Contacts within the organisation required for the achievement of the position objectives

| Contact (Title) | Purpose of Communication |
|--|---|
| All Ministry of Education, Youth & Information Divisions/Units | Obtaining/providing data in respect of school location planning |

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

| Contact (Title) | Purpose of Communication |
|---|--|
| Government Ministries/Agencies | Obtaining/providing school location planning information |
| Non-Government Organizations | Obtaining/providing school location planning information |
| Multinational and International Organizations | Obtaining/providing school location planning information |
| Educational Institutions | Obtaining/providing school location planning information |
| Private Sector Organizations | Obtaining/providing school location planning information |
| Members of the Public | Obtaining/providing school location planning information |

Required Competencies:

Core

- Well-developed analytical and diagnostic skills
- Good oral and written communication skills
- Good interpersonal skills
- Ability to work on own initiative
- Ability to demonstrate a high level of professionalism and confidentiality
- Detail oriented
- Ability to work as part of a team

Technical

- Good knowledge of urban planning
- Good knowledge of statistical publications and manuals that are relevant to the work being done
- Sound knowledge of statistical analysis and database management
- Sound knowledge of Geographic Information System (GIS) and Global Positioning System (GPS) related technologies
- Sound knowledge of the MS Office Suite and the Internet
- Awareness of the Jamaican education system

Minimum Required Education and Experience

- Bachelor's Degree in Geography , Urban and Regional Planning or equivalent qualifications
- Certification in GIS/GPS systems
- Three (3) years' experience in a similar position

Authority:

- To recommend changes to the GIS/GPS software and related database systems

Specific Conditions Associated with the Job

- Required to travel to schools/educational institutions to gather data
- Required to possess a valid Driver's Licence and a reliable motor vehicle.
- May be required to work beyond normal working hours in order to meet deadlines