

**NATIONAL EDUCATION INSPECTORATE**

**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	School Liaison Officer
<b>JOB GRADE:</b>	
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Inspection Support
<b>REPORTS TO:</b>	School Liaison Coordinator
<b>MANAGES:</b>	

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**

To assist in providing information management and communication services to facilitate inspections, surveys and evaluations of education service providers by the Inspection Division.

## **Key Outputs:**

- Schedule of inspections maintained
- Inspection materials prepared, assembled and disseminated
- Inspection data entered in the central database
- Inquiries and complaints handled
- Contract Inspectors' invoices and supporting documents collected, checked and submitted for payment
- Inspection files maintained
- Inspection data/records retrieved
- Outdated inspection materials/files removed and discarded
- Activity reports prepared

## **Key Responsibility Areas:**

### **Technical/Professional Responsibilities**

1. Prepares and maintains the schedule for preliminary and follow up inspections
2. Assists in preparing, collating and disseminating materials needed for preliminary inspections
3. Logs, collates and files materials returned by education service providers during the inspection process; forwards the materials to the inspection team
4. Inputs inspection data to the central database; obtains clarification where information appears to be missing, incomplete, illegible, etc.
5. Handles routine queries and complaints from education service providers and/or Inspectors
6. Collects and verifies invoices and supporting documentation for work done by Contract Inspectors and forwards them for approval and payment
7. Maintains appropriate files for inspection materials
8. Retrieves data/records from computerized/manual files as requested
9. Removes and disposes of outdated inspection files/materials, as directed

### **Administrative Responsibilities**

10. Prepares reports on activities at required intervals

## **Other**

11. Performs other related functions assigned from time to time by the School Liaison Coordinator

## **Performance Standards:**

- The Inspection schedule is consistently accurate and up to date
- Inspection materials are accurately prepared and assembled and are disseminated by the established deadline
- Data entered in the central database is accurate
- Inquiries and complaints are handled in a courteous and timely manner
- Remuneration documents submitted on behalf of Contract Inspectors' are accurate and complete
- Inspection files are accurate and up-to-date
- Inspection data/records are promptly and correctly retrieved when required
- Outdated inspection materials/files are disposed of in the time and manner required
- Activity reports are accurate and are submitted by their deadlines

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

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Inspection Division	Providing/receiving information and materials

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Department of School Services	Providing/receiving information and materials
Secondary/Primary Schools	Providing/receiving information and materials
Teachers Colleges	Providing/receiving information and materials

## **Required Competencies:**

### **Core**

- Good problem solving skills
- Good time management, multitasking and organizing skills
- Good, oral and written communication skills
- Ability to demonstrate a high level of initiative and professionalism
- Good interpersonal skills
- Ability to work with details

**Technical**

- Good knowledge of inspection procedures, policies, rules and regulations
- Knowledge of the Jamaican education system
- Proficiency in the use of relevant computer applications

**Minimum Required Education and Experience**

- First Degree in Business Administration or equivalent qualifications
- Three (3) years working experience in an administrative position

**Authority:**

- To access information needed to perform job functions

**Specific Conditions Associated with the Job**

- Normal office environment
- May be required to work beyond normal hours from time to time to meet deadlines.