

Ministry of Education & Youth
The Caenwood Centre, 37 Arnold Road, The Media Building, 1st Floor, Kingston 5, Jamaica
Phone: (876) 922-1400-9 Extns: 2031-2034 or (876) 573-0286
Website: www.nce.org.jm; Email: nce@nce.org.jm

CAREER OPPORTUNITY

JOB TITLE: Administrator GMG AM 11 - Clear Vacancy

JOB PURPOSE:

The Administrator GMG/AM 11 will provide critical support to the General Council to facilitate the implementation of the research legislative mandate, through the Policy and Planning Unit and the Executive Director's desk.

REQUIRED EDUCATION AND EXPERIENCE:

- A First Degree in the Social Sciences or related field.
- Computer literate with word processing skills (at least 35 w.p.m.)
- Three (3) years related experience in similar capacity.

REMUNERATION:

Salary Scale - \$1,550,136 - 2,084,761 per annum

Interested persons are invited to submit applications with résumés no later than February 23, 2024, to the

Executive Director
National Council on Education
The Media Building, Caenwood Centre
37 Arnold Road
Kingston
Tel: (876) 922-1400 Extn. 2031

or

E-mail: merris.murray@nce.org.jm

Subject: Administrator GMG/AM 11 - Clear Vacancy

The job description is attached. We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.

NATIONAL COUNCIL ON EDUCATION
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Administrator
JOB GRADE:	2
POST NUMBER:	255649
DIVISION:	Policy and Planning
REPORTS TO:	Executive Director
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

Date

Date received in Human Resource Division

Date Created/Revised

Strategic Objective

To facilitate the delivery of timely, accurate and relevant information in support of effective planning, policy development and decision making within the Education Sector.

Job Summary

Under the general supervision of the Executive Director, the incumbent is responsible for providing assistance in managing and implementing the research agenda to support the effective execution of the Council's mandate of providing timely policy advice to the Minister of Education & Youth; as well as, providing administrative and secretarial support to the General Council. He/she will also be responsible for managing the organization's information and communications technology function, which includes, monitoring the Council's website and social media networks.

Key Outputs

- Minutes of General Council Meetings prepared.
- Minutes of Policy and Planning Committee Meetings prepared.
- Draft Literature review of briefs, policy and position papers prepared.
- Action Sheets for General Council and Policy & Planning Committee meetings prepared.
- Meetings and events arranged.
- File Register maintained.
- Decentralized system of filing and cataloguing of records maintained.
- Routine correspondence dealt with.
- Diary of meetings and official engagements maintained.
- Website and social media networks updated.
-

Key Responsibility Areas

Technical/Professional Responsibilities

Research and Development

- Assists in implementing the research agenda to guide the Council's policy function in collaboration with the Director
- Assists in compiling literature on emerging educational issues and prepares draft policy briefs for review by the Executive Director .
- Conducts periodic research in support of the School Governance function in order to determine the status of effective governance in schools.
- Reviews and analyzes data.
- Assist in developing terms of reference to facilitate engagement of contractors/consultants.
- Reviews/evaluates proposals to facilitate engagement of consultants.
- Prepares draft contracts for consultants.
- Prepares information on educational policies and relevant issues for data base input.
- Reviews workplans for research projects undertaken by consultants.
- Liaises with key stakeholders such as education officers, principals, school board members to support the Council's research function

Board Secretarial Support

- Schedules and co-ordinates Policy and Planning Committee and General Council Meetings.
- Prepares and circulates advisories to Committee and Council members.
- Prepares draft minutes of meetings inclusive of resolutions, action sheets and reports and ensures the timely dissemination of same.
- Arranges appropriate venues and parking facilities for Council members and guests.
- Prepares attendance registers and ensures that the registers are signed by the respective parties.
- Liaises with the Finance and Administration Division to facilitate payment to Council members.
- Takes and transcribes notes and produces documents.
- Drafts routine correspondence for relevant signature(s) upon the request of the Council.
- Establishes a system in keeping with the Council's records management information system for the safe keeping of the Council minutes and other relevant documentation.

Information, Communication and Technology (ICT)

- Participates in the management of the Council's website through regular monitoring, uploading information and responding to queries.
- Monitors the Council's social media networks and respond to queries.
- Monitors the Council's general email account and ensures that inquiries are responded to in a timely manner.
- Assists with the management of the organization's Access to Information (ATI) activities inclusive of:
 - ✓ attending Access to Information (ATI) meetings;

- ✓ preparing and disseminating information in an acceptable format to individuals and organizations in accordance with the ATI Act;
- ✓ responding to queries;
- ✓ obtaining the relevant information from the office staff and other sources;
- ✓ liaising with external organizations for required information;
- ✓ performing electronic searches.

Provides assistance to troubleshoot computer issues by:

- Diagnosing and resolving internet and network connectivity issues
- Diagnosing and resolving issues with peripheral devices
- Installing of software
- Assists with the management and updating of the Council's website in keeping with agreed standards.
- Assists with the backing and storage of the organization's information to reduce the risks of loss or damage.

Management/Administrative Responsibilities

- Provides support to the Council to ensure effective decision making
- Types correspondence and other documents.
- Maintains a document management system to facilitate easy access and retrieval of information.
- Ensures that outgoing correspondence is properly referenced.
- Ensures that records are efficiently filed in a timely manner.
- Ensures that queries and telephone contacts are acknowledged and assistance given where possible.
- Assists with receptionist and procurement services when required
- Greets and assists visitors to the Division
- Answers and responds to enquiries by telephone.
- Represents the organization at relevant meetings and fora.

Other Responsibilities:

- Performs other related functions assigned from time to time by the Executive Director.

Performance Standards

- Accurate and timely reports prepared in established and agreed formats.
- Meetings are effectively scheduled and advisories circulated on a timely basis.
- Minutes, reports, letters and documents are prepared on time and free from grammatical and typographical errors.
- Letters/correspondence and memos are effectively referenced and catalogued for easy access and retrieval.
- Document system is developed and maintained.
- Letters and correspondence are prepared according to standard operating procedures.
- Data inputted in a accordance with stipulated criteria.
- Enquiries and requests for information are responded to in accordance with established standards.
- Website and social media networks updated at the stipulated intervals with current information.

Contacts: Internal and External Contacts

Within the NCE

Contact Title	Purpose of Communication
The Executive Director	Provides administrative support to the Council through the Executive Director via the Research Officer.
All Divisions and Divisional Heads	Collaborates and shares information.
All other staff	Shares /receives information

Contacts external to the organization required for the achievement of the position's objectives

Contact Title	Purpose of Communication
Chairman and Council Members	Provides administrative support and disseminates information as directed.
Ministry of Education and Youth	Liaises with the Ministry to ensure that requests for information are responded to in a timely manner
Other Agencies/Departments of Government	Collaborates and share data/information and provide requested information..
Other Stakeholders	Collaborates/ shares data/information and provide requested reports in a timely manner

Required Competencies:

Core

- Excellent interpersonal skills
- Excellent time management and organisational skills.
- Sound research, analytical and problem solving skills
- Excellent communication and listening skills
- Effective decision making skills

Technical

- Sound knowledge of relevant research standards, protocols and methods
- Knowledge of the policies, regulations and operations of the Council
- Good knowledge of administrative policies and procedures set by the Council and the Division
- Good knowledge of record keeping and records/file management techniques
- Computer proficiency with good working knowledge of Microsoft office and spreadsheet applications
- Superior skills in composing and preparing letters, memoranda, minutes and reports
- Ability to maintain a high level of accuracy and confidentiality

Minimum Required Education and Experience

- Bachelor's Degree in Statistics, Public Administration, Social Science or equivalent degree
- Knowledge of Research Methods
- Three (3) years related experience in similar capacity.

Authority

- To recommend methods that may be used to achieve research objectives
- To manage the Council's website
- To access confidential information

Special Conditions Associated with the Job

- The Administrator is required to spend many hours sitting and using office equipment and computer, which may cause fatigue. He/she may also have to do some lifting of supplies and materials from time to time.
- The incumbent is located in a busy semi-open office, is faced with constant interruptions and must meet with others on a regular basis.
- The incumbent must deal with a wide variety of persons on various issues.
- There are a number of deadlines associated with this position which, if not managed efficiently may cause significant stress.
- Required to visit various organizations in order to collect data