

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: Secretary, OPS SS 11 - Clear Vacancy effective September 1, 2023

JOB PURPOSE:

The Secretary, OPS SS 11 will provide general administrative and secretarial support to the Director, Community Outreach and the Community Outreach department to ensure the timely appointment of school boards, in keeping with the cyclical appointment process.

REQUIRED EDUCATION AND EXPERIENCE:

- Associate Degree/Diploma in Management or equivalent qualifications
- Five (5) years working experience in an administrative capacity

REMUNERATION:

Salary Scale - \$1,272,269 - \$1,711,060 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: Secretary, OPS SS 11 - Clear Vacancy effective September 1, 2023

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**

JOB TITLE	Secretary II
GRADE	255653
DIVISION/DEPARTMENT	School Governance and Public Relations
SECTION/UNIT	School Governance
REPORTS TO	Director Community Outreach
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 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

1. Strategic Objective

To promote good corporate governance within schools and facilitate improved student outcomes.

2. Purpose of Job

To provide general administrative and secretarial support to the Senior Director, Community Outreach and the Community Outreach department to ensure the timely appointment of school boards in keeping with the cyclical appointment process.

3. Key Outputs

- Schedules outlining various public educational institutions in each region according to constituencies
- Notice letters
- Stakeholder consultations
- Volunteer applications forms
- Due diligence conducted of potential volunteers
- Listing of nominees
- Review panel forms
- Instruments of Appointment
- Updated school board files
- Meetings and events organized
- Correspondence typed/composed
- Travel schedules/reservations
- Certificates of Award
- Minutes of meetings

4. Key Responsibility Areas

- Prepares schedules in respect of the school board appointment process.
- Prepares notice letters to Principals, Board Chairmen and Regional Directors in respect of the imminent termination of the tenure of school boards in the respective educational regions.
- Prepares listing of schools in each educational region according to constituencies.
- Issues call for volunteers by preparing flyers and advertisements.
- Co-ordinates stakeholder consultations with Members of Parliament, Regional Directors, Principals and representatives of church, trust, and leased operated institutions on the appointment process.
- Attends consultations, prepares reports and actions for follow-up.
- Prepares database or listing of schools according to constituencies, school type, ownership and composition of school boards.
- Prepares and issues relevant forms to key stakeholders to solicit volunteers to serve on school boards.
- Collects, collates and processes application forms.
- Conducts due diligence to determine eligibility of volunteers to serve.
- Prepares datasheet with nominees to serve on each school board.

- Prepares reviews panel forms according to constituencies and submits to the Director of School Governance for review and final submission to the Regional Directors.
- Processes Review Panel forms submitted by the Regional Director.
- Liaises with Members of Parliament to arrange for signing of Review Panel forms.
- Liaises with representatives from church, trust and leased operated public educational institutions to facilitate submission of nominees for new school boards.
- Submits approved Review Panel forms for processing to the Senior Director, Community Outreach.
- Prepares instruments of appointment for school boards for approval by the Honourable Minister of Education.
- Prepares letters advising school board members of their appointments.
- Processes enquiries from Principals, Regional Directors and Board Chairmen regarding school board appointment matters.
- Manages the department head's calendar and arranges tentative schedules.
- Co-ordinates committee meetings and prepares minutes and reports.
- Answers the telephone, screens callers, and takes and relays messages
- Maintains files/records including filing, retrieval, retention, storage, compilation, coding, updating and destruction.
- Assists with the preparation of power point presentations for speaking engagements.
- Prepares certificate of participation for school board members who have participated in school board training.
- Prepares certificate of appreciation for school board members who have served for one or more tenure of office. .
- Performs other related functions assigned from time to time by the Director.

5. Contacts

Internal

All Directors

External

Principals

Board Chairmen and School Board Members

Regional Directors

Education Officers

Members of Parliament and Ministers of Government and/or their representatives.

Church, Trusts and Leased School representatives.

Private Sector and other Government organizations and agencies.

6. Performance Criteria

- Datasheet with listing of schools according to constituencies are accurately prepared.
- Review Panel datasheet submitted on time.
- Review Panel forms signed by Member of Parliament and Regional Director.
- Notice letters are issued six months prior to the termination of the school boards' tenure.
- Form Bs from all public educational institutions are received on time and processed effectively.
- Application forms are issued and processed in keeping with internal standard operating procedures.
- Stakeholder consultations efficiently organized.
- Due diligence conducted and eligible volunteers identified.
- Notice letters regarding school board appointment issued within five working days of receipt from the HME.
- Correspondence and reports are prepared/typed/written in a timely manner and a high level of accuracy is maintained
- Confidentiality, dependability and tact are displayed in the conduct of job functions
- Courtesy and professionalism are displayed in the conduct of duties
- Stipulated deadlines are consistently met.
- Files are accurate and up-to-date.
- Minutes and reports of meetings accurately prepared in keeping with internal standards.
- Telephone enquiries and visitors handled efficiently and effectively in keeping with requisite standards.
- Incoming/outgoing mail is dispatched in a timely manner

7. Key Competencies

#	Functional / Technical Competencies
1	Sound knowledge of office practices and procedures
2	Good knowledge of departmental policies and procedures
3	Knowledge of record keeping and records/file management techniques
4	Knowledge of the operation of standard office equipment, including photocopiers, fax machines
5	Sound knowledge of relevant computer packages including spreadsheet, word processing, presentation and drawing software
6.	Knowledge of the Education Act and Regulations as well as the cyclical appointment process.
7.	Knowledge of education system.

#	Core Competencies
1	Excellent language skills s
2	Excellent interpersonal skills
3	Excellent written and oral communication skills
4	Good time management and organizing skills
5	Good attention to details
6	Good judgment and high level initiative
7.	Excellent speed writing skills

8. Minimum Required Education and Experience

- Associates Degree/Diploma in Management or equivalent qualifications
- Five (5) years working experience in an administrative capacity.

9. Special Conditions Associated with the Job

- Normal office environment
- Required to travel to meetings locally to take minutes
- May be required to work beyond normal hours from time to time to meet deadlines

10. Authority

- Access confidential files within the Department

Date of Issue/Update	Job Holder	Job Holder's Supervisor