



MINISTRY OF EDUCATION & YOUTH CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following contractual position in this Ministry:

- **International Affairs Officer (GMG/SEG 1) – Vacant
Planning & Development Division**

Further information regarding this position may be obtained from the Ministry's website at <http://www/moey.gov.jm>.

Interested persons are invited to submit an application with Résumés no later than **Wednesday, March 20, 2024** to the address presented below.

**Director – Human Resource Management
Ministry of Education & Youth
2 National Heroes Circle,
Kingston 4**

Or

**E-mail: jobapplications@moey.gov.jm
Subject: “Indicate the name of the Position”**

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.

Human Resource Management Section

MINISTRY OF EDUCATION
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	International Affairs Officer
JOB GRADE:	GMG/SEG 1
POST NUMBER:	
DIVISION:	Planning & Development
REPORTS TO:	Senior Director – Planning and Development
MANAGES:	N/A

Job Purpose

To coordinate all matters within the Ministry of Education, regarding technical cooperation at the bilateral, regional and multilateral levels.

Key Outputs:

- Briefs prepared
- Matters/activities in respect of reports/position papers etc. involving international organizations handled
- Requested position papers, questionnaires or other documents completed
- Matters involving bilateral agreements settled
- Technical cooperation proposals completed
- Seminars, meetings, conferences and workshops organized/attended
- Documentation/information from international meetings/conferences received, filed and disseminated and/or acted on
- Reports on activities prepared

Key Responsibility Areas:

Technical / Professional Responsibilities

1. Coordinates the preparation of briefs for the Minister of Education and the Permanent Secretary as well as other senior government officials who represent the Ministry of Education in the international arena.
2. Coordinates international matters and activities pertaining to reports, position papers or other documents that involve the UNESCO, ILO, World Bank or IDB.
3. Coordinates the preparation of position papers or other documents and the completion of questionnaires requested by bilateral, regional and multilateral agencies, and ensures their submission.
4. Liaises with the Ministry of Foreign Affairs and Foreign Trade on matters related to bilateral agreements concerning the Ministry of Education.
5. Coordinates the development of proposals for technical cooperation and ensures their submission to the Ministry of Foreign Affairs and Foreign Trade.
6. Represents the Ministry at meetings of the Ministry of Foreign Affairs and Foreign Trade.
7. Participates in discussions with international agencies, arranged by the Ministry of Foreign Affairs and Foreign Trade, on possibilities for cooperation in the education sector.
8. Organizes and participates in joint seminars, meetings and workshops devised by multilateral agencies, for the benefit of the education sector.
9. Keeps abreast of relevant international meetings and conferences and ensures the participation/representation of the Ministry of Education.
10. Ensures that documentation/information from international meetings/conferences is received, filed and disseminated and/or acted on as appropriate.

Administrative Responsibilities

11. Prepares reports on activities at required intervals.

Other

12. Performs other related functions assigned from time to time by the Senior Director – Planning and Development.

Performance Standards:

- Briefs are completed in accordance with the set standards and timeframe
- Matters/activities pertaining to reports/position papers etc. involving international organizations are effectively handled
- Requested position papers, questionnaires or other documents are completed in a timely and accurate manner
- Matters involving bilateral agreements are settled in a timely and amicable manner

- Technical cooperation proposals are completed in a timely manner and to the required standard
- Seminars, meetings, conferences and workshops are well organized, well received by participants and are attended as required.
- Documentation/information from international meetings/conferences are received, filed and disseminated and/or acted on in an efficient manner
- Reports on activities carried out are 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
Relevant Ministry of Education Officers	Dissemination of information from international meetings and conferences

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

Contact (Title)	Purpose of Communication
Senior Ministry Officials	Providing relevant information/documents
Multilateral, Bilateral and Regional Agencies	Handling requests for information and collaborating on seminars, workshops
Ministry of Foreign Affairs and Foreign Trade	Meetings and submission of technical proposals
Organizations Offering Meeting/Conference Facilities	Planning of meetings, conferences and workshop

Required Competencies:

Core

- Excellent analytical skills
- Excellent oral and written communication skills
- Strong human relations skills
- Good planning, organizing and coordinating skills

- Detail oriented
- Ability to demonstrate a high level of professionalism and confidentiality
- Ability to work as part of a team

Technical

- Sound knowledge of the terms and conditions of various agreements with bilateral, multilateral and regional entities.
- Sound knowledge of standards for the preparation of briefs, reports, position papers, proposals and other official Ministry documents
- Sound knowledge of relevant communication and cultural protocols
- Knowledge of the role and functions of various multilateral, regional and bilateral agencies

Minimum Required Education and Experience

- First Degree in International Relations, a foreign language, the Social Sciences, or equivalent qualifications
- Four (4) years working experience with international and regional agencies in the field of international relations

Authority:

- To provide routine responses to queries
- To refer routine queries outside the jurisdiction of the Ministry to the appropriate authorities
- To determine logistical matters related to meetings, seminars, etc.

Specific Conditions Associated with the Job

- Required to travel to meetings/conferences/workshops etc. locally and internationally
- Required to possess a valid Driver's Licence and a reliable motor vehicle.

Remuneration Package:

Salary scale - **\$3,094,839.00 - \$4,162,214.00 per annum**

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