



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 126 **OSC Ref. C.5851²⁴**

17th June, 2026

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies, to be assigned to the following posts in the **National Council on Education**, as detailed in the attached Vacancy Notice.

1. **Training Manager (GMG/SEG 3) {for a period of two (2) years}**; salary: \$5,198,035 per annum.
2. **Training Officer (GMG/SEG 1) {for a period of two (2) years} – (3 posts)**: salary: \$3,501,526 per annum.
3. **Administrator (GMG/AM 4) {for a period of two (2) years} – (2 posts)**; salary: \$2,803,771 per annum.
4. **Communications Officer (MCG/IE 2) {for a period of one (1) year}**; salary: \$2,190,302 per annum.
5. **Payment Officer (FMG/AT 3) {for a period of one (1) year}**; salary: \$2,190,302 per annum.

Applications, accompanied by résumés, should be **emailed** to: nce.careers@nce.org.jm **no later than Tuesday, 30th June, 2026**, to the attention of:

**The Executive Director
National Council on Education
37 Arnold Road
Kingston 5**

Additional details may be viewed on the National Council on Education's Website: www.nce.org.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**



CAREER OPPORTUNITIES

The National Council on Education (NCE) extends invitation to suitably qualified persons to be assigned to the following posts:

- 1. Training Manager (GMG/SEG 3);**
- 2. Training Officer (GMG/SEG 1) (3 posts);**
- 3. Administrator (GMG/AM 4) (2 posts);**
- 4. Communications Officer (MCG/IE 2);**
- 5. Payment Officer (FMG/AT 3).**

1. Training Manager (GMG/SEG 3)

Job Purpose

Under the direction of the Senior Director, School Governance, the Training Manager has overall responsibility for ensuring the timely training of volunteers to serve as School Board Members. The incumbent is also responsible for promoting effective school governance through the targeted training of School Board Members, equipping them with the requisite knowledge, skills and competencies to execute their roles effectively.

The post holder is responsible for ensuring that school boards receive the necessary guidance and support to function efficiently, thereby contributing to improved student outcomes. The Training Manager also leads the development and implementation of training strategies by designing and overseeing a comprehensive training framework aligned with institutional and organizational objectives.

Key Responsibilities

- Develops cost-effective methods to support the training of School Boards;
- Reviews on a continuous basis, training programmes for Chairmen and Members of School Boards;
- Liaises with School Board Members to identify training needs;
- Prepares training Budget to ensure that all newly appointed School Board Members are trained;
- Oversees the delivery of School Board Training Programmes to School Board Members;
- Develops, manages and oversees the Council's Online Training Programme for School Board Members;
- Oversees the development of training materials, such as learning journals, presentations and case studies, to support the training needs of School Board Members; develops, organizes and implements a schedule to facilitate the timely training of newly appointed School Board Members;
- Coordinates the preparation of resource materials for School Board Members;
- Develops and disseminates resource materials to facilitate the preparation of packages for newly appointed Board Members;
- Ensures that new School Board Members receive relevant resource materials to assist them in carrying out their functions effectively;
- Analyzes training evaluation forms, prepares comprehensive training reports and makes recommendations to improve training delivery;
- Develops a plan of action to certify Board Members who participate in the Council's training programmes;
- Coordinates conferences for School Board Members;
- Makes presentations on behalf of the organization, when necessary;
- Conducts periodic reviews of the School Board Handbook, in order to maintain its relevance.

Management/Administrative:

- Plans, organizes and directs the work of the Unit;
- Prepares Monthly, Quarterly and Annual Progress Reports on the achievements of the Unit;

- Prepares Strategic and Annual Operational Plans and supporting Budget for the Unit;
- Prepares Annual Work Plan, mid-year reviews and annual performance appraisal reports;
- Conducts Monthly, Quarterly and Ad-Hoc Unit Meetings;
- Represents the NCE at meetings and conferences.

Human Resource:

- Provides leadership to staff through effective objective setting, delegation and communication;
- Identifies and manages the developmental and welfare needs of staff in the Unit;
- Fosters teamwork and a harmonious working environment, and promotes collaborative working across Sections;
- Participates in the recruitment and selection of staff, and recommends movement, when appropriate;
- Recommends Vacation Leave and approves Sick and Departmental Leave;
- Recommends disciplinary action, in keeping with established human resource policies.

Required Knowledge, Skills and Competencies:

Core:

- Strong analytical and problem solving skills
- Strong leadership and customer relations skills
- Excellent planning and organising skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Good oral and written communication skills, with the ability to deliver presentations with tact, clarity, enthusiasm and accuracy to widely varied audiences
- Upholds integrity and ethics, and maintains confidentiality
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Ability to think strategically to develop policies and make decisions regarding school board training matters

Technical:

- Good knowledge of Andragogy/Adult Learning strategies and practices
- Good knowledge of HRD principles
- Good knowledge of the Education Regulations, 1980
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendations for the modification or creation of legislation, policies and programmes
- Aptitude for developing and maintaining collaborative relations
- Knowledge of computerized systems and software, with an emphasis on the MS Office Suite and projects

Minimum Required Qualification and Experience:

- A Master's Degree in the Social Sciences, Education or related discipline;
- Five to ten years' experience in training, leadership, human resources or education;
- Train the Trainers' Certification;
- Teaching Diploma would be an asset.

Special Conditions Associated with the Job

- Will be required to travel islandwide;
- May be required to work beyond normal working hours, to include weekends and Public Holidays;
- Must be the holder of a valid Driver's Licence and own and operate a reliable motor vehicle.

2. Training Officer (GMG/SEG 1)

Job Purpose

Under the general direction of the Training Manager, the Training Officer is responsible for implementing Training Programmes/Curriculum for School Board Members.

Key Responsibilities

- Assists in the development of the Unit's Strategic and Operational Plans;
- Assists with the preparation of monthly, quarterly and annual performance reports;
- Prepares annual Individual Work Plan, mid-year review and annual performance appraisal report;
- Conducts training needs analyses to guide Training Plan;
- Liaises with the Training Manager to develop relevant and modernised training programmes to facilitate Training and Sensitisation Sessions with School Board Members;
- Assists in the development of training manuals and materials for use by training participants;
- Ensures that new School Board Members receive relevant resource materials to assist them in carrying out their functions effectively;
- Develops and implements a schedule to facilitate the timely training of School Board Members;
- Prepares Training Budget and Monthly Expenditure Reports;
- Develops Training Plan to guide the implementation of Programmes;
- Coordinates Sensitization and Training Sessions, as well as workshops, for School Board Members;
- Manages and administers the Council's Online Training Programme for School Board Members;
- Liaises with School Board Members and provides online training support;
- Reviews on a continuous basis training programmes for Chairmen and Members of School Board to meet the emerging needs of the Education Sector;
- Analyses Training Evaluation Forms, prepares comprehensive Training Reports and makes recommendations to improve training delivery;
- Develops a registry to track cohorts of School Board Members who have been exposed to training interventions.

Management/Administrative:

- Represents the NCE at meetings and conferences;
- Prepares and manages the Annual Budget, Operational and Work Plans;
- Prepares periodic reports for submission to the Training Manager.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills, including report writing
- Excellent analytical skills
- Excellent planning and organizational skills
- Upholds integrity and ethics, and maintains confidentiality
- Ability to work in a team
- Excellent interpersonal skills
- Customer service orientation and commitment to quality
- Ability to negotiate

Technical:

- Sound knowledge of the Education Act and Regulations and other related legislation
- Sound knowledge of strategic and operational planning processes
- Sound knowledge of emerging and diverse training strategies
- Sound knowledge of adult learning
- Sound knowledge of relevant computer applications and systems
- Training delivery skills
- Excellent creative thinking skills
- Excellent time management skills
- Excellent analytical skills
- Excellent presentation skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Education or related field;
- Train the Trainers' Certification;
- Two (2) years related experience;
- Teaching Diploma would be an asset.

Special Conditions Associated with the Job

- Will be required to travel islandwide extensively, in the execution of duties;
- May be required to work beyond normal working hours, to include weekends and Public Holidays;
- Must be the holder of a valid Driver's Licence and own and operate a reliable motor vehicle.

3. Administrator (GMG/AM 4)

Job Purpose

Under the direction of the Director, School Board Appointments, the Administrator is responsible for coordinating and processing the appointment of members to the Boards of Management of public educational institutions. The incumbent ensures that appointments are conducted in accordance with established policies, procedures, and regulatory requirements. He/She is responsible for maintaining accurate records and providing administrative support throughout the appointment process

Key Responsibilities

- Collects and reviews application forms and supporting documentation to facilitate the appointment process;
- Liaises with stakeholders to verify the accuracy of the personal data on the nomination and/or application forms, as well as on the supporting documents;
- Prepares appointment instruments for School Boards, for review and approval, to facilitate submission to the Minister of Education, Skills, Youth and Information, for processing;
- Prepares and submits cover letters to various stakeholders, inclusive of the certifying officer, the PS, and drafts memoranda for the HME for approval by the PS, etc.;
- Updates School Board Directory with newly appointed School Board Members;
- Updates Log Sheet with the appointment data for new Boards;
- Scans and transmits Instruments to the relevant stakeholders, via email;
- Conducts follow-up telephone calls in respect of School Board matters;
- Prepares appointment letters for dissemination to Board Chairmen and other Board Members;
- Prepares Minute Sheets and updates files regarding appointment status and other documentation;
- Prepares mailing lists and envelopes for Board Members;
- Prepares dispatch Log Sheets according to Regions and Quality Education Circles (QEC);
- Liaises with the Regional Office to facilitate pick-up and dissemination of appointment letters;
- Prepares agenda for meetings and organises relevant information and documentation;
- Prepares Minutes of meetings and reproduces and distributes them in accordance with established guidelines;
- Conducts follow-up actions in respect of meetings and reports to the Director, School Board Appointments, accordingly.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills, including report writing
- Excellent analytical skills
- Excellent planning and organising skills
- Upholds integrity and ethics, and maintains confidentiality
- Ability to work in a team
- Excellent interpersonal skills
- Customer service orientation and commitment to quality
- Ability to negotiate

Technical:

- Sound knowledge of the Education Act and Regulations and other related legislation
- Demonstrate knowledge of the National Council on Education Act
- Proficient in the use of relevant computer applications, especially Microsoft Suite (Word and Excel)
- Excellent time management skills
- Excellent analytical skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Administration, Management Studies, Business Administration, Education, Human Resource Management, or a related field from a recognized tertiary institution;
- Two (2) years related experience.

Special Conditions Associated with the Job

- May be required to travel island wide;
- May be required to work beyond normal working hours;
- May be required to work on weekends and public holidays.

4. Communications Officer (MCG/IE 2)

Job Purpose

The incumbent, under the general direction of the Executive Director, is responsible for planning, developing and implementing strategic communication initiatives that support the Council's policies, programmes and school governance systems.

The role ensures the effective dissemination of accurate, timely and consistent information to internal and external stakeholders, including School Boards, educators, parents, students, the media and the wider public. The incumbent plays a key role in strengthening transparency, stakeholder engagement and public understanding of educational reforms and initiatives. This includes managing Corporate Communications, Media Relations and Digital Communication platforms, as well as developing communication materials that promote the Ministry's objectives and enhance its public image.

Key Responsibilities:

Technical/Professional:

- Prepares annual Work Plan, mid-year review and annual performance appraisal report;
- Prepares Monthly, Quarterly and Annual Progress Reports on achievements;
- Develop the portfolio's annual Budget and Strategic and Operational Plans;
- Develops internal and external Communications and Public Affairs Strategies and Plans for the National Council on Education;
- Develops communication channels to obtain feedback from external customers, to inform policies and recommendations to the Council;
- Forges and fosters partnerships at the local and international levels, to assist the Council in executing its mandate, and mobilizes support to facilitate the effective governance of schools;
- Prepares content and writes effective press releases, prepares information for Media kits and develops and maintains the Company's Internet or Intranet Web pages;
- Prepares Media articles and responses to enquiries via the Organisation's Website, among other things;
- Monitors the news media daily, and provides a list of issues aired concerning the National Council on Education;
- Liaises with the Media and processes requests for Media interviews, statements and responses;
- Updates information on the NCE's Website;
- Edits speeches, messages and other documents, as required;
- Prepares speeches and messages on behalf of the Council's Chairman and the Minister, for incorporation in the Organisation's publications;
- Prepares or edits organisational publications for internal and external audiences, including employees' Newsletters and Bulletins;
- Organizes initiatives and plans events, luncheons, press conferences and expositions;
- Contributes to the planning of and arrangements for assigned events, in particular the design and production of materials related to Board training and sensitization;
- Manages and updates information and engages with users on Social Media sites, such as Facebook, X (formerly Twitter) and Instagram;
- Designs and develops informational material, such as brochures, flyers and posters, for dissemination to staff and the public;
- Evaluates promotional programmes for compatibility with public relations efforts;
- Assists in promoting and facilitating greater public awareness of the NCE's activities and policy changes;
- Develops and implements a public education strategy to improve the organization's visibility, by increasing awareness of its role and functions;

- Increases the Council's visibility by sharing its Vision and Mission with key stakeholders at conferences, School Board Retreats, workshops, roundtable discussions and other special events.

Internal Communication:

- Ensures the development and implementation of an effective internal communication system that keeps the staff well informed on a timely basis on important issues, including organisational objectives, priorities, deadlines and performance expectations;
- Ensures that a high level of confidentiality is observed in keeping with the appropriate regulations and code of conduct;
- Ensures that staff meetings are held in keeping with organisational policies.

Management/Administrative:

- Prepares Weekly or Monthly Reports, as required by the Executive Director;
- Represents the NCE at meetings and conferences;
- Assists with the planning of special events involving the National Council on Education.

Required Knowledge, Skills and Competencies:

Core:

- Excellent oral and written communication skills
- Proven time-management, planning and organizational skills
- Excellent interpersonal skills
- Ability to maintain integrity, confidentiality and high ethical standards
- Strong customer relations skills
- Ability to work with wide variety of personnel and stakeholders
- Ability to act on own initiative
- Strong problem solving skills

Technical:

- Expert knowledge of principles and techniques of Public Relations
- Knowledge of GOJ protocol guidelines
- Working knowledge of relevant computer systems and applications
- Knowledge of Customer Service standards and best practices
- Working knowledge of graphic and design techniques
- Digital communications tools proficiency
- Digital communication and social media management

Minimum Required Qualification and Experience

- First Degree in Mass Communication/Public Relations, or any other related field;
- Two (2) years' experience in Communication or related field;
- Formal training in Public Speaking would be an asset.

Special Conditions Associated with the Job

- May be required to travel island-wide, extensively;
- May be required to work beyond normal working hours, to include weekends and Public Holidays.

5. Payment Officer (FMG/AT 3)

Job Purpose

Under the direction of the Director, Finance and Administration, the Payment Officer is responsible for ensuring the processing of all accounts payables, effecting relevant payments to suppliers and contractors of the organisation, in accordance with the Financial Administration and Audit (FAA) Act and other Accounting Standards, both local and international.

Key Responsibilities

- Prepares annual Work Plan, mid-year review and annual performance appraisal report;
- Procures stationery, equipment and other essentials;
- Updates and maintains stationery and assets inventory;
- Processes payments in accordance with the FAA Act and standard operating procedures;
- Prepares payment vouchers and secures the required documentation and approvals to

- facilitate processing;
- Verifies claims presented, to ensure conformity with the guidelines of external Funding Agencies' procurement procedures;
 - Ensures that travel claims are coded correctly; checks for accuracy and submits for approval;
 - Affixes the correct classification code and submits payment vouchers for verification and approval;
 - Updates the Accounting System with a record of payments;
 - Ensures maintenance of Cheque and Invoice Registers;
 - Ensures that cheques and electronic/bank transfers are prepared and duly signed by the signatories to the account;
 - Updates and maintains Online Payee Register;
 - Prepares and transmits notification for online payments, via email;
 - Issues GCT Certificates on the Tax Administration Jamaica (TAJ) portal;
 - Updates and maintains the GCT registers and files;
 - Prepares and updates Withholding Tax Certificates reports for the Director, Finance and Administration;
 - Ensures that payments for taxes withheld are remitted to Tax Administration Jamaica (TAJ), on a monthly basis;
 - Ensures that Statutory and GCT payments and reports filed monthly, are comprehensive and accurate;
 - Prepares Audit Schedules to facilitate external audits.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills, including report writing
- Excellent analytical skills
- Excellent planning and organising skills
- Excellent problem-solving skills
- Upholds integrity and ethics, and maintains confidentiality
- Ability to work in a team
- Excellent interpersonal skills
- Customer service orientation and commitment to quality
- Ability to negotiate

Technical:

- Sound knowledge of the Financial Administration and Audit (FAA) Act
- Sound knowledge of the regulations, principles, practices relation to GOJ Accounting
- Knowledge of Sage (Peachtree accounting software);
- Proficient in the use of relevant computer applications, especially Microsoft Suite (Word and Excel).

Minimum Required Qualification and Experience

- AAT level 2; **or**
 - ACCA-CAT Level 2; **or**
 - Certificate in Accounting from a recognized University; **or**
 - Successful completion of the second year of a Bachelor of Science Degree in Accounting; or Management Studies at a recognized university; **or**
 - Associate of Science Degree (A.Sc.) in Accounting from MIND; **or**
 - Government Accounting II.
- Two (2) years' experience in a similar capacity.

Special Condition Associated with the Job

- May be required to work beyond normal working hours, to include weekends.