



**MINISTRY OF EDUCATION
CAREER OPPORTUNITY**

Applications are invited from suitably qualified persons to fill the position of:

**EDUCATION OFFICER (GMG/EO 2)
PROGRAMME MONITORING & EVALUATION**

JOB SUMMARY

The Programme Monitoring and Evaluation Unit is situated within the Planning and Development Division and under the direction of the Assistant Chief Education Officer the incumbent will:

MAJOR DUTIES

1. Conduct, monitor and evaluate activities as determined by the agreed programme of work for the unit. This includes preparation of evaluation proposals, instruments, organization of data collection and conducting data analysis and interpretation of findings.
2. Prepare reports on findings and recommendations and present these to the Senior Education Officer.
3. Make oral presentations of findings to stakeholders.
4. Participate in project planning activities to ensure that adequate evaluation activities are included from the project planning stage.
5. Provide relevant officers with technical advice on monitoring and evaluation techniques.

6. Work with external contractors designated to provide monitoring and evaluation consultancy services.
7. Supervise data collectors in the field.

QUALIFICATION AND EXPERIENCE

The ideal candidate should possess:

- First Degree in Education or its equivalent
- Post graduate training in Education with specialist training in Research and/or Assessment Methods and Evaluation Techniques would be an asset
- Trained Teachers Certificate/Diploma
- Comprehensive knowledge of the Jamaican Education System
- Five (5) years teaching experience

In addition the candidate should:

- Be proficient in the use of qualitative and quantitative research software e.g. Statistical Package for Social Science (SPSS)
- Have excellent analytical, interpretation and synthesizing skills
- Have excellent presentation, oral and written communication skills
- Have Computer skills – Microsoft Word, Excel and PowerPoint

Interested persons are invited to submit applications with resumes, by **Friday, August 27, 2010** to the address presented below.

**Director of Personnel
Ministry of Education
2 National Heroes Circle,
Kingston 4.**

OR

Email: jobapplications@moe.gov.jm

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