



**MINISTRY OF EDUCATION, SKILLS, YOUTH AND INFORMATION
NATIONAL COUNCIL ON EDUCATION
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Training Officer
JOB GRADE:	GMG/SEG 1
POST NUMBER:	
DIVISION:	Department of School Governance
REPORTS TO:	Manager, Training
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/Division

Date

Date received in Human Resource Division

May 2026

Date Created/Revised

Strategic Objective:

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

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 Outputs:

- Strategic and operational plans prepared;
- Individual work plan, mid-year review and annual performance appraisal report completed;
- Training Needs Analysis facilitated;
- Training materials developed;
- Training plans, schedules and manuals developed;
- Training budget and expenditure reports prepared;
- Workshops, training and sensitization sessions executed;
- Training registry updated;
- Evaluation reports for training sessions prepared.
- Annual, quarterly and monthly training reports prepared.

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 boards 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 Responsibilities:

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

Other Responsibilities:

- Performs other related functions assigned from time to time by the Training Manager.

Performance Standards:

- Monthly, quarterly and annual reports prepared in keeping with the PBMA Act;
- Training needs analysis prepared within specified timeframes.
- Training plans, schedules, manuals and materials developed within specified timeframes;
- Training budget and expenditure reports prepared within specified timeframes;
- Workshops, training and sensitization sessions executed within a timely manner;
- Registry of cohorts trained developed and maintained.

Contacts

Internal

Contact Title	Purpose of Communication
The Executive Director	Receives guidance and advice
Department/Unit Heads	Collaborates and shares information on school board issues
All other members of staff	Shares information and provides guidance and feedback

External

Contact Title	Purpose of Communication
Regional Directors	Consults regarding training matters
Members of Parliament/Ministers of Government	Solicits nominations for school board appointments
Representatives of Church, Trusts and Leased operated schools.	Consults regarding training needs
Education /Community Regional Officers, Education Officers and Principals	Consults and solicits information regarding unresolved school governance issues and areas of challenges and constraints that require training intervention
Ministry of Education, Skills, Youth and Information (MoESYI)	Partners with the Education Officers and other ministry official to close training gaps among school board members

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, 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 written communication and 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;
- A teaching diploma would be an asset.

Authority to:

- N/A

Special Conditions Associated with the Job:

- Normal working conditions;
- Will be required to travel island-wide extensively in the execution of duties;

- May be required to work beyond normal working hours;
- May be required to work on weekends and public holidays;
- Must own and operate a reliable motor vehicle.

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