Education Officer (Documentation)

Job description

The Education Officer (Documentation) collects data from schools about the number of textbooks that is required per subject, per scholastic year. This officer coordinates with the Procurement Section within MEDE, to issue quotations/tenders for the purchase of these textbooks. The officer liaisons with the Education Officers of the different subjects to verify whether new textbooks are required to be introduced in the following scholastic years. The officer will also embark on a project to introduce digital textbooks to replace some of the presently used textbooks over the next few years.

The officer is also responsible for the World College scholarship process through which students are provided with scholarship to continue their post-secondary education. The officer will coordinate this work with the Scholarship section within MEDE.