



St. Joseph's Teachers' College is seeking to fill the following vacant positions:

DATA PROTECTION OFFICER (GMG/SEG 2) – (5 months)

Salary: per annum \$4,266,270.00 (1st point on the salary scale)

Core Duties

- Directs and manages the development of security measures and a privacy governance framework to manage data use in compliance with the Data Protection Act.
- Develops standards for processing of personal data in compliance with the data protection standards and the Data Protection Act and good practice.
- Develops internal standards and procedures related to the processing of personal data.
- Monitors to ensure that the College's ICT systems and procedures conform with the relevant data privacy and protection law, regulation and policy;

Minimum Required Education and Experience

- Bachelor's degree in Computer Science, Audit or equivalent qualification from recognized tertiary institution
- Certification in Information Security, Data Protection and/or Privacy Certification such as CIPP, CIPT, ISEB, etc. (preferred)
- Exposure to legal training would be an asset
- Minimum Three (3) years related work experience in a data protection, ICT or cybersecurity field

DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT – (GMG/SEG 3)

Salary - \$5,198,035.00 per annum (1st point of salary scale)

Core Duties

Under the general direction of the Principal, the Director of Human Resource Management and Development is responsible for managing the recruitment & selection process, human resources and employee relations, welfare and benefits services, and compensation management for both academic and non-academic staff at the institution. This position ensures the efficient, effective and timely delivery of services and adherence to the regulations, guidelines and policies relating to the management, goals and objectives of the institutional mission and agreed protocols.

Special Skills/Competencies:

- Integrity and confidentiality
- Ability to exercise sound judgement and conviction of purpose in unfavourable/unpopular situations
- Strong customer orientation skills
- Ability to prioritize amongst conflicting demands
- Excellent Interpersonal skills
- Ability to motivate and influence others
- Ability to think and act strategically across a range of functions
- Strong leadership skills

Minimum Required Education and Experience:

- Bachelor's degree in Human Resource Management or Public/Business Administration or equivalent;
- Four years' work experience in human resource management, at least two (2) years' at the supervisory level

HALLS OF RESIDENCE COORDINATOR (EIGS/AS5)

Salary - \$2,803,771.00 per annum (1st point of salary scale)

Core Duties

- Organizing the daily maintenance and upkeep of Halls of residence.
- Ensuring that the Halls operate smoothly, efficiently and safely and monitors the operation of equipment and systems.
- Implementing programmes and procedures required to ensure the cleanliness, efficiency and effectiveness of the Halls.
- Assisting with planning and implementing Hall improvements.
- Anticipating and solving problems in a timely manner, and identifying opportunities for improvement.
- Preparing reports, analysing data, and making recommendations to:
 - improve the Halls' operations and solve maintenance-related problems
 - eliminate waste
 - repair or replace equipment as needed
- Educating staff and students on Hall policies and procedures and the rights of others through community standards.
- Attending Hall Meetings, providing direction and information to Hall Council members and encouraging maximum participation of residents in these meetings.

Special Skills/Competencies:

- Management/supervisory experience
- Computer literate
- Ability to project accurately materials needed or to be needed in the proper cleaning/maintenance of the dormitories
- Excellent organizational skills
- High degree of flexibility
- Ability to manage inventories
- Good interpersonal, human relations and communication skills
- Comprehensive/thorough knowledge of occupation hazards and corresponding safety precautions necessary for the safe performance of assigned tasks

Minimum Required Education and Experience:

- Bachelor's Degree in Business Administration, Management or its equivalent
- Three (3) years related working experience

HALLS OF RESIDENCE ASSISTANT (EIGS/AS4)

Salary - \$2,190,302.00 per annum (1st point of salary scale)

Core Duties

- Provide support to the Halls of Resident Coordinator in all activities relating to the care and maintenance of the dorms
- Ensure that duties assigned and delegated to staff are carried out
- Prepare and submit work bills for staff
- Preparation of monthly report for submission to the Halls of Residence Coordinator
- Requisition of cleaning materials for the dormitories
- Assist in all registration activities as directed by supervisor
- Perform daily tour of the dormitory facilities to ensure the facilities are in a consistently high state of maintenance and repairs.
- Communicate with Halls of Residence Coordinator in all matters with the resident halls.

Special Skills/Competencies:

- Excellent organizational skills
- Good interpersonal, human relations and communication skills;
- Able to follow spoken and written instructions
- Attention to details
- Be reasonable fit
- Sound knowledge of the College's operations
- Good judgment

Minimum Required Education and Experience:

- Diploma in Business Administration, Management or its equivalent
- Three (3) years related experience

Applications along with resumes should be submitted by e-mail to **info@sjtc.edu.jm** no later than **June 4, 2026** with subject the appropriate heading ***“Data Protection Officer”*** or ***“Director, Human Resources Management and Development”*** or ***“Halls of Residence Coordinator”*** or ***“Halls of Residence Assistant”***

Address application to:

The Chairman of the Board of Management
c/o The Principal
St. Joseph's Teachers' College
16 Old Hope Road
Kingston 5

Please note that only shortlisted applicants will be contacted