



GOJ PUBLIC PROCUREMENT PAGE

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PROCUREMENT

MINISTRY OF LABOUR AND SOCIAL SECURITY

INTEGRATED SOCIAL PROTECTION AND LABOUR PROGRAMME
– IDB LOAN NO: 2889/OC-JA

REQUEST FOR CURRICULUM VITAE

Individuals are being invited to submit Letters of Interest and full Curriculum Vitae, for the following position: **ADMINISTRATIVE ASSISTANT – PARENTING PROJECT**

GOAL AND OBJECTIVES OF THE PATH PARENTING PROGRAMME

The overall goal of the PATH Parenting Programme is to build parents' confidence, skills and knowledge as their children's most important teacher in the early years, so that their children are healthy and ready, at point of entry, for Grade One's academic and social-emotional demands. Specifically, the programme seeks to:

1. Strengthen parents' understanding and encouragement of normal child development and behaviour between the ages of two and six.
2. Build parents' confidence and capacity to stimulate children's early learning and development through regular play, language and reading activities with the child.
3. Increase parents' use of positive alternative discipline strategies and reduce levels of harsh verbal and physical punishment.
4. Promote positive parent-child communication strategies that encourage children's self-expression, problem-solving, self-esteem and self-help skills.
5. Provide parents with the information required for them to support their children's optimum health, nutrition and safety.

ADMINISTRATIVE ASSISTANT – PARENTING PROJECT

ASSIGNMENT OBJECTIVES

- Collating monthly reports received from Parish Coordinators and Facilitators.
- Assisting the Parenting Coordinator with the organisation of training, verify visitation schedules and other implementation logistics under the parenting component.
- Assisting with the collation of programme compliance data and reports from parish staff.
- Developing and maintaining an up-to-date database of strategies employed under the component
- Assisting in coordinating and confirming the dissemination of Short Messaging Services (SMS) messages to parents engaged in the pilot.
- Compiling and disseminating information to internal and external personnel, as required by the Project Coordinator or in support of the National Parenting Support Commission.
- Identifying administrative problems and situations that may affect the efficient flow of information, especially between the project secretariat and the parish staff.
- Assisting in convening meetings.
- Liaising with stakeholders with whom partnerships have been established to ensure services are provided as per agreement.
- Assisting in the preparation and coordination of public education material and correspondence.

QUALIFICATION AND EXPERIENCE

- Demonstrates excellent oral and written communication skills.
- Training in Records Management and experience in data management.
- Excellent interpersonal skills.
- Ability to work with tight deadlines and deliver exceptional results.
- Proficient in the use of relevant computer applications.
- Strong sense of and respect for confidentiality involving both clients and fellow employees.
- Experience working in a project related environment would be an asset.
- Knowledge of the Programme of Advancement Through Health and Education and National Parenting Support Commission.
- At least three (3) years administrative work experience.
- A Certified Professional Secretary (CPS) designation would be an asset.
- Associate degree in Administrative Management or related discipline from an accredited University or equivalent qualification.

DEADLINE FOR SUBMISSION

Responses should be submitted in hard copy or via e-mail no later than the close of business **Monday May 10, 2016** to the attention of:

Procurement Manager
Ministry of Labour and Social Security
14 National Heroes Circle, Kingston 4
Telephone: 876-967-0420
E-mail: consultancy@mlss.gov.jm

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INTEGRATED SOCIAL PROTECTION AND LABOUR PROGRAMME
– IDB LOAN NO: 2889/OC-JA

REQUEST FOR CURRICULUM VITAE

Individuals are being invited to submit Letters of Interest and full Curriculum Vitae, for the following positions: **PARISH PARENTING COORDINATOR (ST. JAMES) and HOME VISITORS**

GOAL AND OBJECTIVES OF THE PATH PARENTING PROGRAMME

The overall goal of the PATH Parenting Programme is to build parents' confidence, skills and knowledge as their children's most important teacher in the early years, so that their children are healthy and ready, at point of entry, for Grade One's academic and social-emotional demands. Specifically, the programme seeks to:

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2. Build parents' confidence and capacity to stimulate children's early learning and development through regular play, language and reading activities with the child.
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5. Provide parents with the information required for them to support their children's optimum health, nutrition and safety.

1. PARISH PARENTING COORDINATOR (ST. JAMES)

ASSIGNMENT OBJECTIVES

The Parish Parenting Coordinator has responsibility for monitoring the implementation of the parenting training sessions and home visits and overseeing the implementation team. The parenting curriculum includes 10 course sessions and three "booster" sessions. The "booster" sessions are follow-up sessions which are intended to reinforce topics covered in the previous 10 sessions.

QUALIFICATION AND EXPERIENCE

- Bachelors of Science degree in the Social Sciences or a related discipline
- Experience or Training in Project Management or Administration
- Experience in delivering Parenting Interventions.

2. HOME VISITORS

ASSIGNMENT OBJECTIVES

The Home Visitors will be charged with reinforcing the key messages of the group sessions and thereby assist the programme to reach its objectives as well as observing the parent with the child/children in the home setting, and directly modelling and encouraging adult-child interactions. Conversations will provide opportunity for supplementing knowledge as well as answering questions, and for providing a listening ear to the parent who can talk through issues in confidence and with more time than will have been available within the group sessions. The training consists of 10 course sessions and three "booster" sessions using the "Parents are Teachers at Home" parenting curriculum.

The Home Visitor will also be provided with relevant materials to share with the parent, and information for referral for other services if required or requested. The home visit will give opportunity for the parent to discuss how s/he is doing in self-monitoring with the use of a score card.

QUALIFICATIONS AND COMPETENCIES

- Certification from a relevant parent training course (e.g. PPC, CBP, HEART/NTA, Mothers Union) or equivalent experience within a home visiting programme
- Training and experience as a community health aide, teacher, nurse, parenting facilitator, health promotion worker, or other relevant paraprofessional
- Ability to capture and accurately record comments made by parent during home visits.

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Kingston 4
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