



GENERAL

"Every Child Can Learn... Every Child Must Learn"

Schools' Bulletin

**ATTENTION: REGIONAL DIRECTORS, SCHOOL BOARD CHAIRMEN AND PRINCIPALS
OF ALL PUBLIC AND PRIVATE INSTITUTIONS**

SUBJECT: BURSARS AND ASSISTANT BURSARS UPGRADING INITIATIVE

Dear Colleagues,

Further to the reclassification of the Bursars and Assistant Bursars, the Ministry of Education, Youth and Information and the Bursars' Association of Jamaica has partnered with the Management Institute for National Development (MIND) to assist the Bursars and Assistant Bursar in meeting the minimum qualification requirement for appointment in the respective EIGS/BR scale. The partners agreed that:

- MIND will offer the Diploma in Government Accounting to Bursars and Assistant Bursars at a discounted rate.
- The programme will commence in January 2019.
- The programme is geared towards matriculation into the reclassified Bursar and Assistant Bursars posts
- The programme will be delivered at MIND's Kingston Campus.
- The programme will be customized to reduce its normal duration and facilitate the Graduation Ceremony at the Bursars Conference 2019.

Kindly complete and submit the attached Application Form to the Regional Financial Controller no later than December 18, 2018 to complete the registration process and finalise the cost.

Grace McLean, OD, PhD, JP
Chief Education Officer

-----December 07, 2018-----

For further information and clarification, please contact your Regional Financial Controller.

- Mr. Cedric Scott – Region One cedric.scott@moey.gov.jm
- Mr. Rohan Purcell – Region Two rohan.purcell@moey.gov.jm
- Ms. Bernalee Reece - Region 5 – bernalee.reece@moey.gov.jm
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Chief Education Officer

-----*December 07, 2018*-----
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