



Guide to the 20201 Youth Advisory Council of Jamaica Application Form

Please use this guide to review all sections required to complete this form and prepare your responses for submission electronically.

Applications will only be accepted via the online form available at www.youthjamaica.com

Direct link to application form: <http://bit.ly/2021YACJ>

Applicants are required to review the detailed Terms of Reference available at: www.youthjamaica.com

Or: <http://bit.ly/2021YACJTOR>

SECTION 1: OVERVIEW OF THE YOUTH ADVISORY COUNCIL OF JAMAICA

Applications now Open for the 2021-2023 Youth Advisory Council of Jamaica (YACJ)

Overview:

The Youth Advisory Council of Jamaica (YACJ) is intended to facilitate continuous engagement of young people in youth development, policy and programming actions of the Government of Jamaica. The YACJ is one structure geared towards the fulfilment of Goal VI of the CARICOM Youth Development Goals (CYDGs), which seeks to ensure and enhance youth participation in all levels of decision-making, programme implementation and oversight.

In this respect, the YACJ will work to mainstream the needs of youth through Government of Jamaica (GOJ) programmes and activities during all phases of programme development, implementation and evaluation.

The YACJ will also act as a Steering Committee for the National Youth Parliament, toward ensuring that the deliverables are met and that deliberations of the parliament are presented to, and discussed with relevant decision-makers.

The YACJ will also participate in consultations re: Jamaican's response to the ongoing COVID-19 crisis and conduct research in order to provide the GOJ with youth focused recommendations for Jamaica's path to recovery post Covid-19.

Objectives:

The YACJ will be structured to ensure that youth are provided with an avenue for full participation in decision-making processes as equal and valuable partners.

To this end, the YACJ aims to:

1. Provide support to the GOJ in mainstreaming youth issues into national policies and development strategies in order to create spaces and opportunities for empowering young people and giving recognition, visibility and credibility to the contributions of youth;
2. Develop partnerships between the GOJ and young people, to solicit and integrate youth views and priorities, and collaborate with youth in setting up projects and programmes to address their needs, concerns and requirements of youth;
3. Monitor and evaluate projects targeting and involving young people and promote research on youth development;
4. Promote the presence of youth on GOJ Boards, as well as in workshops, meetings and conferences organised by the GOJ and its partners;
5. Act as a clearinghouse of information concerning youth, towards updating member organisations on opportunities and initiatives in various sectors of government for youth development.

The YACJ is coordinated with the intent to facilitate dialogue between young people and all GOJ Ministries, Departments and Agencies. For the period 2021-2023, the council will focus on the achievement of its objectives in relation to the Ministry of Education, Youth and Information, and its departments and agencies and Jamaica's response to the ongoing COVID-19 health crisis.

The work of the YACJ will subsequently be expanded to consider policies and programmes in other ministries.

SECTION 2: OVERVIEW OF APPLICATION FORM

Applicants to the YACJ must be between the ages of 18-27 years.

The application form contains fourteen (14) sections:

1. Overview of the Youth Advisory Council of Jamaica
2. Overview of Application Form
3. Overview of Selection Process
4. Personal information
5. Employment/Education Status
6. Education History
7. Employment History
8. Civic Involvement/Volunteer Activities
9. Technical and Soft Skills
10. Ministry Assignments
11. Action Plan for Covid-19 Recovery
12. Personal Biography and Goals
13. Referee Information (copy of reference letters required .pdf/.doc/.docx formats)
14. Certification of Truth, Accuracy and Completeness

Please ensure that you have prepared the information required before attempting to complete the form, as you will not be able to save the information and return at a later date to complete.

In particular, note that the following information will be required. Please take note of and adhere to the word and page limits for each response :

1. Provide a personal bio (max 300 words)
2. Describe 2 goals, one personal and one professional, that you have accomplished in the last 2-3 years (max 300 words)
3. What skills do you possess that will enable you to fulfil the objectives of the Youth Advisory Council. (max 300 words)
4. What do you hope to achieve during your tenure in the Youth Advisory Council (max 300 words)
5. Upload of two reference letters - At least one referee must be an executive member of a youth group/youth club/community based youth organisation (CBYO). The other may be professional (from a lawyer, JP, teacher, lecturer, supervisor etc.)
6. Justification for Ministry selection (Section 10)
7. COVID-19 Recovery Action plan (max 10 pages) (Section 11)

Letters of reference may be addressed to:

The Selection Committee
Youth Advisory Council of Jamaica
c/o Ministry of Education, Youth and Information
2-4 National Heroes Circle
Kingston 4

It is recommended that you prepare this information before you attempt to complete the application form.

SECTION 3: YACJ SELECTION PROCESS

The 2021 YACJ will comprise sixteen (16) young Jamaicans who are passionate about youth and national development.

**Applications for the YACJ will be accepted from
Monday October 12, 2020 and close at 4:00pm on Friday October 30, 2020**

Shortlisted applicants will be invited to the next stage of the Application Process

Selection Criteria

Applicants should:

1. Be Jamaican citizens
2. Be between the ages 18-27 at the time of application
3. Have successfully initiated or actively participated in at least one (1) major youth/community development project over the past 12 months.
4. Demonstrate an interest in, and aptitude for basic research
5. Possess knowledge of and an interest in GOJ policy development processes
6. Demonstrate an aptitude for event planning and project management
7. Demonstrate interest in, and an aptitude for strategic planning
8. Possess skills in negotiation and consensus building
9. Have a track record of excellence as a youth leader and advocate

10. Demonstrate outstanding and consistent voluntary service relevant to the community and youth development

SECTION 4: PERSONAL INFORMATION

SECTION 5: EMPLOYMENT/ EDUCATION STATUS

SECTION 6: EDUCATION HISTORY

SECTION 7: EMPLOYMENT HISTORY

SECTION 8: CIVIC INVOLVEMENT/ VOLUNTEER ACTIVITIES / AWARDS

ARE YOU CURRENTLY AN ACTIVE MEMBER OF A YOUTH GROUP/ ORGANISATON?

IF YES, PLEASE PROVIDE THE NAME OF THE GROUP

PLEASE OUTLINE SOME OF THE ACTIVITIES YOU HAVE BEEN INVOLVED IN AS A MEMBER OF THIS GROUP IN THE PAST 12 MONTHS (250 words)

ARE THERE ANY OTHER RELEVANT EXAMPLES OF YOUR VOLUNTARY SERVICE, YOUTH DEVELOPMENT WORK OR YOUTH LEADERSHIP YOU WISH TO HIGHLIGHT? PLEASE PROVIDE THE DETAILS BELOW (500 WORDS)

Please provide details of any relevant awards or commendations received, publications, etc. the selection committee should review (2 page maximum)

Please upload in doc. Docx. Or pdf. format

SECTION 9: TECHNICAL AND SOFT SKILLS

Please assess your skills and abilities in the following areas (With 1 indicating areas in which you need improvement to 5 indicating areas in which you are proficient)

Needs improvement	1	2	3	4	5	Proficient
Public Speaking						
Written Communication						
Effective Leadership						
Critical Thinking Skills						
Time Management						
Problem Solving Skills						
Strategic Planning						
Event Planning and Management						
Creative Ability						
Negotiation and consensus building						
Teamwork and Collaboration						
Listening						
Taking Initiative						
People Development/ Coaching						
Flexibility and adaptability						

Knowledge of youth development issues in Jamaica						
Understanding of and respect for diversity						
Displaying Humility						

Section 10: MINISTRY SELECTION

Please indicate your first and second choices for Ministry Assignments:

Based on your First selection, provide justification as to how any combination of your current education, experience and competencies make you a suitable candidate for this Ministry Assignment. (350 words)

SECTION 11: ACTION PLAN FOR COVID-19 RECOVERY

Speaking during the United Nations (UN) High Level Event on Financing for Development in the Era of COVID-19 and Beyond on September 29, 2020, Prime Minister Holness said the current pandemic demands an extraordinary, inclusive and sustainable global management and recovery process.

Prime Minister Holness further stated that it is imperative, at this time, for all countries to have access to digital technology and reliable connectivity with strong focus on strengthened resilience and transitioning over the long-term to a green, inclusive and sustainable development, and urged that the UN gathers momentum in implementing viable solutions to counter the challenges of COVID-19. (<https://opm.gov.jm/news/pm-holness-calls-for-action-on-sustainable-global-recovery-plan-amid-the-covid-19-pandemic/>)

As a member of the Youth Advisory Council of Jamaica, you have been asked to prepare a youth-focused plan of Action to be presented to the Office of the Prime Minister that will be incorporated as part of Jamaica's National Response to counter the challenges presented by of COVID-19.

Using the policy and development priorities of your first choice of Ministry above, and incorporating relevant local and international development goals: Prepare an action plan (no more than 10 pages) to be submitted to the Office of the Prime Minister, outlining youth-focused COVID-19 recovery measures and recommendations, that can be implemented nationally to aid in Jamaica's economic and social development priorities.

Please upload your document below using .doc, docx or .pdf format

SECTION 12: PERSONAL BIOGRAPHY AND GOALS

Please provide a brief personal bio (max 300 words)

Describe 2 goals, one personal and one professional, that you have accomplished in the last 2-3 years (max 300 words)

Please list 3-5 hobbies and/or personal interests

What are the unique skills which you possess that will enable you to fulfil the objectives of the Youth Advisory Council of Jamaica (max 300 words)

What do you hope to achieve during your tenure as a member of the Youth Advisory Council of Jamaica (max 300 words)

SECTION 13: REFERENCES

Please provide the names, addresses and contact information for your references.

References should be able to attest to your commitment to, and previous involvement in youth development work. At least one referee must be an executive member of a youth group/youth club/community based youth organisation (CBYO). The other may be professional (from a lawyer, JP, teacher, lecturer, supervisor etc.)

Please note that referees will be contacted, so kindly ensure that the contact information provided is accurate.

Uploading of both reference letters are necessary for the completion of this form.

Please ensure that your references are uploaded with this form as they will not be accepted separately and are required to submit this form. Do not upload blank or incorrect files.

Please upload your document using .doc, docx or .pdf format

SECTION 14: Certification of Truth, Accuracy and Completeness

By typing my name below, I certify that the information submitted in this application is true and correct to the best of my knowledge and that I have reviewed the 2021 YACJ Terms of Reference Document. I further understand that any false statements will result in my application being removed from consideration of membership or dismissal from the Youth Advisory Council should I be selected.

***** This is a Guide to the 2021 Youth Advisory Council of Jamaica Application Form.**

**Applications will only be accepted online and can be accessed at www.youthjamaica.com
Or using the direct link to application form: <http://bit.ly/2021YACJ>**

APPLICATIONS CLOSE at 4:00PM FRIDAY OCTOBER 30, 2020