



Ministry of
Education, Skills,
Youth & Information

**Applications for the National Youth
Advisory Council of Jamaica 2025**

APPLICATIONS REOPENED

Deadline for application: March 28, 2025 at 11:59 p.m.

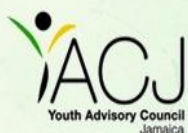
The Youth Advisory Council of Jamaica (YACJ) is open to all Jamaican nationals between 18 - 27 years old, who are living in Jamaica, and have demonstrated outstanding and consistent voluntary service relevant to the community and youth development.

Applicants may access the application form via www.youthjamaica.gov.jm

For further information:
Email: yapdjamaica@moey.gov.jm
Visit: [@youthjamaica](https://www.instagram.com/youthjamaica)
Telephone: 876-922-1400 (ext 6141)

**TO BE CONSIDERED ELIGIBLE,
THE APPLICANT MUST:**

- Be a Jamaican National between 18 - 27 years of age
- Be interested in public policy and national development
- Have experience in youth leadership, development, planning and project management
- Be a member of a youth community organization or member of a special interest group
- Be of upstanding character
- Submit all relevant documents as per application guide





Guide to the 2025 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 <https://youthjamaica.gov.jm>

Direct link to the application form: <https://forms.gle/rSUvVe3Fyim7RaPv5>

SECTION 1:

Applications now REOPENED for the 2025 Youth Advisory Council of Jamaica (YACJ)

Overview:

The Youth Advisory Council of Jamaica (YACJ) is intended to facilitate the 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 deliberations of the parliament are presented to, and discussed with relevant decision-makers.

The YACJ will also participate in consultations regarding the National Youth Policy and conduct research in order to provide the GOJ with youth-focused recommendations.

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 being coordinated with the intent to facilitate dialogue between young people and all GOJ Ministries, Departments and Agencies. The council will focus on the achievement of its objectives in relation to the Ministry of Education, Skills, Youth and Information, its departments and agencies.

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

APPLICATIONS ARE INVITED FROM JAMAICAN YOUTH AGES 18-27 TO APPLY TO THE 2025 Youth Advisory Council of Jamaica

SECTION 2: OVERVIEW OF APPLICATION FORM

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

This application form contains eight (11) 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 form and return at a later date to complete. In particular, note that the following information will be required in Section 7 (Personal Bio):

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. Submit via email of two reference letters to yapdjamaica@moey.gov.jm - 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) YACJ Action plan (Section 11)

Letters of reference may be addressed to:

The Selection Committee
Youth Advisory Council of Jamaica
% The Youth and Adolescents Policy Division
Ministry of Education, Skills, Youth and Information and Youth
Building 1
2-4 National Heroes Circle
Kingston 4

And **MUST** be emailed to, yapdjamaica@moey.gov.jm

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

The application form may also be downloaded via this link <https://forms.gle/rSUvVe3Fyjm7RaPv5> and submitted to: yapdjamaica@moey.gov.jm

SECTION 3: YACJ SELECTION PROCESS

Applications for the YACJ will be accepted until Friday, March 28, 2025 at 11:59 p.m.

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 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

NAME

SURNAME

MIDDLE
NAME

FIRST NAME

DATE OF BIRTH

SEX

NATIONALITY

HOME ADDRESS

MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

EMAIL ADDRESS:

SECTION 5: EMPLOYMENT/ EDUCATION STATUS

SECTION 6: EDUCATION HISTORY

SECTION 7: EMPLOYMENT HISTORY

SECTION 8: CIVIC INVOLVEMENT/ VOLUNTEER ACTIVITIES

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

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 YACJ

At the Commonwealth Heads of Government Meeting 2022, world leaders declared 2023 as a year dedicated to youth-led action for sustainable and inclusive development. The **Year of Youth** was officially launched in January of this year.

As a member of the Youth Advisory Council of Jamaica, you have been tasked with preparing a youth-focused position paper to be presented to the Office of the Prime Minister that will be incorporated as part of Jamaica's national response to this mandate of youth-led action for sustainable and inclusive development.

Using the policy and development priorities of your first choice of Ministry above, and incorporating relevant local and international development goals, consider one youth-led action for sustainable or inclusive development that the Ministry can initiate.

Prepare a position paper (no more than 7 pages) to be submitted to the Office of the Prime Minister in which you advise the Government on the present status of the issue locally and your suggested recommendations that can be implemented to ensure sustainable or inclusive development.

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

Include a footnote with the page numbers and your name in the header

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 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 referees below.

Referees 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.

Email submission of both reference letters are necessary for the completion of this application.

Please prepare them before attempting to submit.

SECTION 14: Certification of Truth, Accuracy and Completeness

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

*** This is a Guide to the 2025 Youth Advisory Council of Jamaica Application Form.

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