

## **INSTITUTE OF JAMAICA**

*(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)*

Applications are invited to fill the following temporary position at the African Caribbean Institute of Jamaica/Jamaica Memory Bank (ACIJ/JMB), a division of the Institute of Jamaica:

### **RESEARCH OFFICER (SOG/ST 5)**

#### **JOB OBJECTIVE**

To conduct research on Jamaica and the Caribbean with major emphasis on African cultural retentions and to present information in various forms.

#### **KEY RESPONSIBILITIES**

- ◆ Organizes and conducts in-depth primary and secondary research and analyzing data collected.
- ◆ Makes presentations on Caribbean history and culture to primary, secondary and tertiary level institutions
- ◆ Prepares research papers
- ◆ Recommends areas for research
- ◆ Prepares budgets for research projects
- ◆ Organizes and conducts interviews for Jamaica Memory Bank projects.

#### **MINIMUM QUALIFICATION/EXPERIENCE**

- ◆ A first degree majoring in Sociology, Anthropology, History/Cultural Studies
- ◆ Two years of research experience
- ◆ Formal training in interviewing techniques

Applications should be submitted no later than **Friday, October 30, 2020** to:

**Director Human Resource Development & Management**  
**10-16 East Street**  
**Kingston**  
**FAX # 922-1147**

**EMAIL: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)**