

Applications are invited to fill the following **temporary** position at the Jamaica Music Museum.

**ADMINISTRATOR**

**JOB SUMMARY**

To coordinate the day to day administrative activities of the Jamaica Music Museum; manage the personnel and office functions; facilitate all administrative functions; oversee the procurement of office supplies and maintain record of all the physical assets.

**KEY RESPONSIBILITIES**

- Monitors all the monetary transactions and ensures that proper and accurate records are kept.
- Maintains a calendar of events that have social, cultural and educational significance to the Museum
- Coordinates and prioritizes the use of the Jamaica Music Museum's resources.
- Ensures the repair and general maintenance of computers and audio/visual equipment.
- Ensures the availability of transportation, subsistence, overnight accommodation and stationary to support the programmes.
- Assists in the preparation of project proposals
- Assists the Director/Curator in the administration of special projects
- Manages the implementation of special projects.
- Prepares the bimonthly, quarterly and annual reports and periodic budgets
- Prepares appropriate written and oral responses to routine enquires.
- Initiates the procurement of supplies and maintains a system for tracking the payment of suppliers
- Collates the operational plan for approval by the Director/Curator
- Prepares an attendance report for the Jamaica Music Museum.

**PERIOD OF EMPLOYMENT**

Contract/Gratuity for two years

**MINIMUM QUALIFICATION/ EXPERIENCE**

- Degree in Public Administration/Business Administration/Management Studies or any other related discipline.
- Minimum of three (3) years' experience in similar field.

**Applications should be submitted no later than Friday, June 25, 2021 to:**

**Director Human Resource  
Development and Management  
Institute of Jamaica  
10-16 East Street  
Kingston  
Fax: 922-1147  
Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)**