

INSTITUTE OF JAMAICA
(An Agency of the Ministry of Culture, Gender, Entertainment & Sport)

Applications are invited to fill the post of **Senior Director (GMG/SEG 5)** at the National Gallery of Jamaica (NGJ), a division of the Institute of Jamaica, salary range JA\$3,706,560 per annum - \$4,405,935 per annum and any allowance(s) attached to the post.

Job Summary

The Senior Director of the National Gallery is responsible for planning, directing, co-ordinating and controlling the operations of the National Gallery as it relates to financial and administrative management; facilitating the curatorial activities by giving support and guidance to the Chief Curator, planning and directing the developmental strategies and programmes of the Gallery; liaising with national and international agencies and institutions to advance the programmes of the National Gallery.

Key Responsibilities:

- Prepares strategic plans.
- Exercises overall responsibility for the functions of the National Gallery and ensuring that the Gallery operates within the provisions of Government rules and regulations.
- Prepares museum project proposal in close collaboration with the Chief Curator for submission to national and international agencies.
- Collaborates with private sector and overseas missions in procuring assistance for projects.
- Presents annual budget of the Gallery's Board and liaising with the relevant agencies of Government.
- Ensures the finances of the National Gallery are effectively managed in keeping with proper financial procedures as required by Government regulations.
- Manages, monitors and approves the expenditure of Government budget allocations and the Gallery's private funds.
- Manages the Fixed Deposit Accounts(s)
- Ensures the proper operation of the National Gallery's Acquisition Fund (Private endowed) and operating the Appropriation in Aid Account.
- Prepares the Bimonthly, Quarterly Status and Annual Reports for the National Gallery of Jamaica.
- Prepares Corporate and Operational Plans.
- Implements policies for the National Gallery of Jamaica.
- Liaises with other Divisions within the Institute of Jamaica and other Cultural and Public Service Institutions to achieve harmonious integration with programmes
- Maintains correspondence and exchanges of materials with similar institutions, locally, regionally and internationally

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A Postgraduate Degree from a recognized university in the Humanities.
- Ten (10) years' experience in a cultural, socio-economic or development agency.

Applications should be submitted no later than **Friday, April 1, 2022** to:

**Director Human Resource
Development & Management
Institute of Jamaica
10-16 East Street
Kingston**

Email: personnel@instituteofjamaica.org.jm