

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

Applications are invited to fill the following position at the Jamaica Music Museum, of the Institute of Jamaica.

ADMINISTRATOR

Salary: \$1,700,000.00 plus any allowance that is attached to the post.

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 maintains 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 Tuesday, May 3, 2022 to:

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