

INSTITUTE OF JAMAICA

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

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

EDUCATION OUTREACH OFFICER (SOG/ST 6)

SALARY RANGE: \$1,656,124.00 - \$1,968,611.00

JOB OBJECTIVE

To facilitate public awareness of Jamaican/Caribbean cultural heritage

MAJOR DUTIES

Under the supervision of the Senior Research Fellow, the incumbent has responsibility for:

- ◆ Scheduling and conducting outreach activities on initiative of the Division or in response to public requests
- ◆ Preparing research proposals
- ◆ Conducting research on Jamaican/Caribbean cultural heritage for outreach presentations
- ◆ Conducting research and completing research projects based on approved proposals
- ◆ Preparing and maintaining a list of cultural heritage resources relevant to outreach programmes
- ◆ Maintaining a calendar of cultural events
- ◆ Attending tertiary level academic seminars/lectures/conferences to keep abreast of studies on topics related to the work of the Division
- ◆ Working with other members of staff in preparing exhibitions and organizing lectures

MINIMUM QUALIFICATION/EXPERIENCE

- ◆ A first degree in the humanities or social sciences
- ◆ Teacher's Diploma
- ◆ One year's experience in a public relations/education environment

- ◆ **Technical Competencies**
- ◆ Knowledge of Caribbean history and culture
- ◆ Knowledge of educational methodologies and practices
- ◆ Use of audiovisual equipment
- ◆ Research skills

Applications should be submitted no later than Friday, May 20, 2022 to:

**Director Human Resource Development & Management
10-16 East Street
Kingston
FAX # 922-1147
EMAIL: personnel@instituteofjamaica.org.jm**