

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

Applications are invited to fill the post of **Director Finance & Administration (GMG/SEG 3)** at the National Gallery of Jamaica (NGJ), a division of the Institute of Jamaica.

**Salary Range:** \$2,551,250.00 - \$3,032,634.00

**Job Summary**

To ensure the operational efficiency of the National Gallery of Jamaica through the establishment/maintenance of appropriate operating systems/procedures, and the effective financial management of the Gallery's financial and administrative affairs through designing/implementing relevant policies/procedures, consistent with existing Government regulations

**Key Responsibilities**

- Facilitates and participates in strategic planning activities and plays a major role in the implementation of the Corporate, Operational and Unit Plans
- Co-ordinates and prepares the bi-monthly, quarterly status and annual reports
- Prepares the terms of reference for various committees of the Board and for any other adhoc committee
- Co-ordinates and facilitates the implementation of Board policies and decisions
- Advises the Senior Director on and responding to all queries, observations etc. of a financial and administrative nature
- Ensures that all work requiring contract procedures are properly contracted and satisfactorily completed before final payment is approved
- Represents the National Gallery at meetings, conferences as required
- Directs and co-ordinates business and development activities
- Directs and coordinates the activities of non-curatorial staff to ensure the proper functioning of the Gallery
- Updates and manages the Financial policy
- Supervises, directs and coordinates the preparation of budgets for the National Gallery
- Implements the recommendations of the Finance and Business Development committees
- Authorizes payment vouchers
- Provides oversight to the functions of the Accounts Department
- Oversees the NGJ's procurement processes, in keeping with GOJ procurement regulations
- Prepares other statutory and projects report, etc.

**Competencies**

- Proficiency in the use of business computer applications inclusive of Microsoft projects and EXCEL
- Sound knowledge of payroll and accounting software such as Turbo-pay, ACCPAC and Peachtree
- The ability to multi-task and to operate in demanding, service-oriented work environment
- Ability to organize and plan work for maximum effectiveness
- Ability to meet and appreciate the importance of deadlines/timelines
- Highly developed project management skills
- Knowledge of the Government Staff Orders and Public Service Regulations
- Extensive knowledge of the Financial Administration and Audit (FAA) Act, and General Accepted
- Accounting Principles and applicable International Financial Reporting and International Accounting Standards (IFRS, IAS)
- Extensive and up-to-date knowledge of Government procurement and contract policies regulations and procedures

**Minimum Qualification/Experience**

- Master of Business Administration with formal training in project management applications and working experience in public sector procurement administration
- Experience in Public Sector would be desirable plus five (5) years' experience in financial and operations management, with demonstrated success in planning and implementing strategic plans.

Applications should be submitted no later than **June 17, 2022** to:

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