



Institute of Jamaica (IOJ)

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

EXECUTIVE DIRECTOR

Applications are invited for the post of Executive Director (GMG/SEG 6) of a statutory organisation charged with the preservation and promotion of the Arts, Culture and the Sciences in Jamaica:

Key Responsibilities

- Provide leadership in interpreting and overseeing the implementation of policy in the development of the arts, culture and the sciences, in keeping with national policy.
- Strengthen and expand the outreach between the organisation and counterpart communities, locally and internationally.

Qualification, Experience and Competencies

- Post-graduate degree in management
- Knowledge of Public Bodies and Accountability Act, the Staff Orders for the Public Service, Institute of Jamaica Act and the Government of Jamaica procurement of goods and services guidelines
- Strong management and teambuilding skills
- Ten (10) years' experience in a senior management position

Detailed applications, including full particulars of qualifications the names and addresses of three (3) referees should be sent to:

The Chairman
Institute of Jamaica
10-16 East Street
Kingston

The closing date for applications is August 31, 2022