

INSTITUTE OF JAMAICA

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

The Institute of Jamaica invites from suitably qualified persons for the following position at the African Caribbean Institute of Jamaica/Jamaica Memory Bank (ACIJ/JMB), a division of the Institute of Jamaica:

Director (GMG/SEG 3)

(Salary range: JA\$2,551,250 per annum - \$3,032,634 per annum and any allowance(s) attached to the post)

Job Summary

The Director of the African Caribbean Institute of Jamaica/Jamaica Memory Bank (ACIJ/JMB) manages the research, documentation and administrative operations of the division.

Key Responsibilities

- Prepares strategic, operational and unit plans
- Prepares and monitors the annual budget
- Monitors and assesses the educational programmes and research projects
- Prepares reports on research unit activities
- Submits Bimonthly, Quarterly Status and Annual Reports for the Division
- Conducts research projects
- Monitors divisional research projects and publications
- Guides research unit staff in organization and conduct of research, outreach and publications projects
- Manages the welfare and development of direct reports

Core Competencies

- Oral communication
- Written communication
- Customer and quality focus
- Teamwork and cooperation

Technical Competencies

- Advanced knowledge of Caribbean culture and history
- Management skills
- Analytical thinking
- Problem solving
- Initiative

Minimum Required Education and Experience

- Postgraduate degree in the social sciences/humanities
- Three (3) years' experience in a similar capacity
- Demonstrated managerial capabilities
- Track record of independent research/publication in a relevant field

Applications should be submitted no later than **Thursday, August 18, 2022** to:

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

Email: personnel@instituteofjamaica.org.jm