

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:

Research Officer

(SOG/ST5) (Pay Band 7)

SALARY RANGE: \$3,501,526.00 p.a. - \$4,709,163.00 p.a.

(Please note that new employees are paid at the minimum rate)

JOB SUMMARY

- To conduct ethnographic research on Jamaica and the Caribbean with major emphasis on African cultural retentions and to present information in various forms.

KEY RESPONSIBILITY AREAS

- Conducts primary and secondary research and analyze data collected.
- Monthly reports are to be submitted in accordance with Divisional guidelines
- Recommends areas for research to the Senior Research Fellow. Work plans must be prepared in accordance with Divisional guidelines.
- Research proposals must contain an outline of the proposed topic, identify the sources and methodology to be used, and have an accompanying budget.
- Prepares research papers, and Research papers must be of a publishable standard
- Officer must conduct an agreed number of interviews each programme year for the Jamaica Memory Bank.
- Officer must attend an agreed number of tertiary level academic seminars/lectures/conferences for the year
- Officer must make scheduled presentations and give recommendations/feedback on the work of the research team at research meetings
- Makes presentations on Caribbean history and culture to primary, secondary and tertiary level institutions
- Performs any other related duties

MINIMUM QUALIFICATION/EXPERIENCE

- First degree in the humanities or social sciences
- Two (2) years' research experience.

TECHNICAL COMPETENCIES

- ♦ Research skills
- ♦ Computer skills
- ♦ Use of audiovisual recording equipment
- ♦ Knowledge of Caribbean history and culture

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- ♦ It is possible that the officer may be required to do field trips, overnight in the field, work outside the normal working hours, and be asked to observe and document non-Christian religious ceremonies and rituals.

Applications should be submitted no later than **Friday, September 26, 2025** to:

Director Human Resource Development & Management

Institute of Jamaica

10 -16 East Street

Kingston

Email: personnel@instituteofjamaica.org.jm