

INSTITUTE OF JAMAICA

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

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

TRANSCRIBER (OPS/SS3)

SALARY RANGE: \$1,711,060.00 p.a. - \$2,301,186.00 p.a.

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

EMPLOYMENT PERIOD

August 4, 2025 to July 31, 2027

JOB OBJECTIVE

Under the supervision of the Senior Research Fellow, the incumbent has responsibility to create and maintain a database of transcriptions

MAJOR DUTIES

- ◆ Transcribes verbatim interviews and other research data.
- ◆ Assists Research Officers in the production of worksheets
- ◆ Assists in the planning of research activities by attending and participating in weekly research meetings
- ◆ Assists Research Officers in maintaining a catalogue of audio/visual materials in the ACIJ/JMB collection
- ◆ Maintains a record of materials received and transcribed.
- ◆ Prepares monthly reports and other specific reports
- ◆ Preparing work plans.
- ◆ Assists other members of staff in the preparation of exhibitions and lectures
- ◆ Ensures that confidentiality is maintained.

TECHNICAL COMPETENCIES

- ◆ Knowledge of Caribbean history and culture
- ◆ Knowledge of educational methodologies and practices
- ◆ Use of audio-visual equipment
- ◆ Research skills
- ◆ Typing speed of at least 80 words per minute.

MINIMUM QUALIFICATION/EXPERIENCE

- ◆ Four (4) GCE 'O' Level or CXC Subjects including English Language and Mathematics
- ◆ Teacher's Diploma
- ◆ One year's experience in a public relations/education environment.

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 non-Christian religious ceremonies and rituals.

Applications should be submitted no later than Friday, August 15, 2025 to:

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

Email: personel@instituteofjamaica.org.jm