

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following **TEMPORARY** position in the Natural History Museum of Jamaica (NHMJ), a division of the Institute of Jamaica:

ADMINISTRATOR (GMG/AM 4) (Band 6)

JOB SUMMARY

To coordinate the administrative and support services of the Natural History Museum of Jamaica (NHMJ) as it relates to implementing policies and procedures, monitoring expenditures and office management.

KEY RESPONSIBILITIES

- Collates and prepares Operational and Corporate Plans for the Division.
- Prepares Bi-monthly, Quarterly Status and Annual reports.
- Conducts facilities checks for outstation (Mason River, Clarendon & Green Hills, Portland), head office and prepare reports for submission to the Director.
- Prepares field stations reports (Mason River Clarendon and Green Hills, Portland) and base report for submission to the Director.
- Prepares requisitions for the procurement of goods and services
- Supervises eight staff members

REQUIRED EDUCATION AND EXPERIENCE

- First Degree in Management Studies/Public Administration/Business Administration
- Three (3) years' experience at the supervisory level in a similar environment.

PERIOD OF EMPLOYMENT

July 7, 2025 – September 5, 2025

SALARY SCALE

\$2,803,771 p.a. to \$3,770,761 p.a.

Applications should be submitted by **May 31, 2025** to:

**DIRECTOR
HUMAN RESOURCE DEVELOPMENT & MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON**

EMAIL: personnel@instituteofjamaica.org.jm