INSTITUTE OF JAMAICA
An Agency of the Ministry of Culture, Gender, Entertainment and Sport

Programmes Coordination
Junior Centre, Greater Portmore

PROGRAMMES OFFICER

GMG/AM 4 | PAY BAND 6

JOB SUMMARY

Under the supervision of the Director of Programmes Coordination, the Programmes Officer facilitates the execution of the programmes and activities of the Greater Portmore Junior Centre, by ensuring that activities are effectively promoted, modified and operated, to achieve the mandate of the Division.

KEY RESPONSIBILITY AREAS

1. Develop, implement and coordinate visual and performing arts and other developmental programmes
2. Coordinate productions/performances and Visual Art displays
3. Coordinate annual Summer Arts Workshop
4. Supervise preparation of children for competitions and external performances
5. Supervise full time staff, part-time tutors, volunteers, security guard, other support staff and students
6. Develop and produce various promotional documents
7. Prepare reports, budgets and work plans
8. Ensure proper preparation for rental of the facilities
9. Promote the programmes of the Junior Centre and other outreach activities
10. Identify visual and performing arts activities for workshop

MINIMUM QUALIFICATION/EXPERIENCE

1. Bachelor's Degree in Arts or Social Sciences
2. Certificate in Public Relations/Communications
3. Certificate in Supervisory Management
4. Training in the field of teaching would be an asset
5. At least Three (3) years' experience in a similar capacity

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SALARY RANGE J$2,943,960 - J$3,959,299 per annum
(Please note that new employees are paid at the minimum rate)

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APPLY BY FRIDAY, NOVEMBER 27, 2026
Director Human Resource Development and Management
Institute of Jamaica | 10-16 East Street, Kingston

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Email to: personnel@instituteofjamaica.org.jm