

INSTITUTE OF JAMAICA

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

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

RESEARCH OFFICER – JAMAICA CLEARING HOUSE MECHANISM (SOG/ST4)

SALARY RANGE: \$2,803,771.00 - \$3,770,761.00

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

JOB SUMMARY

To assist the Senior Research Officer - Jamaica Clearing-House Mechanism (JA CHM) in the research, management and dissemination of natural resource information by the Jamaica Clearing-House Mechanism and in promoting the Natural History Museum of Jamaica, Institute of Jamaica as a national resource centre on Jamaica's biological diversity and natural heritage.

KEY RESPONSIBILITIES INCLUDE:

- Researches and prepares material for the JA CHM website, including the national biosafety web pages.
- Researches and prepares the information for the JA CHM biodiversity conservation newsletter.
- Assists with the development of public education resource material (i.e. brochures, display boards, pamphlets etc.).
- Contributes to research and data analysis in response to biodiversity-related information requests.
- Maintains an Information Request Database for the JA CHM.
- Maintains catalogues of publications and photos received for the NHMJ Science Library through the JA CHM.
- Collates and enters data into the Jamaica Invasive Species Database.
- Supports Geographic Information System (GIS) activities in the NHMJ
- Assists with technical aspects of CHM projects.
- Participates in projects and forums on biodiversity and its conservation, as requested

REQUIRED EDUCATION AND EXPERIENCE

1. B.Sc. in the Biological Sciences or Geography
2. Certificate in Information Technology or Computer Sciences
3. One (1) year full-time working experience.
4. Experience with database management would be an asset.

PERIOD OF EMPLOYMENT

March 2, 2026 – August 7, 2026

Applications (i.e. cover letter and resume) should be submitted by **January 28, 2026** to:

**DIRECTOR
HUMAN RESOURCE DEVELOPMENT & MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON
EMAIL: personnel@instituteofjamaica.org.jm**