

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 Programmes Coordination Division of the Institute of Jamaica:

SALARY RANGE: \$1,467,234 - \$1,744,080

ADMINISTRATOR (GMG/AM 4)

JOB SUMMARY

The Administrator coordinates the administrative and support services by implementing policies and procedures, monitoring expenditures and office management for the Programmes Coordination Division.

KEY RESPONSIBILITIES

1. Develops and prepares proposals in tandem with the Director of Programmes
2. Administers the procurement of goods and services
3. Assists with the preparation of the Division's budget
4. Monitors and maintains the expenditure from the Division's budget
5. Administers special projects and ensures the timely transfer of funds to projects
6. Conducts facilities checks at the East Street Centre and the outstations
7. Ensures the repairs and general maintenance of photocopier, typewriters, computers and audio-visual equipment
8. Coordinates the reviewing and compiling of job descriptions and work plans
9. Ensures the availability of transportation for competitions and all external performances as well as field trips
10. Ensures the arrangement of overnight accommodation
11. Prepares advertisements and job descriptions for all vacancies and submits them to the Director of Human Resource Development and Management
12. Seeks advice on disciplinary matters from the Director of Programmes and the Director of Human Resource Development and Management and ensures that oral and written warnings are recorded
13. Oversees contractors or suppliers working at the Department
14. Represents the Division at meetings and other functions

EMPLOYMENT PERIOD: NOVEMBER 21, 2022 – JANUARY 26, 2023

QUALIFICATIONS/EXPERIENCE

1. Bachelor's degree in Management Studies/Public Administration
2. Certificate in Supervisory Management
3. Three (3) years' working experience in a related field

Applications should be submitted no later than **Monday, October 31, 2022** to:

DIRECTOR HUMAN RESOURCE DEVELOPMENT & MANAGEMENT

INSTITUTE OF JAMAICA

10-16 EAST STREET, KINGSTON

Email: personnel@instituteofjamaica.org.jm