

# **INSTITUTE OF JAMAICA**

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

Applications are invited to fill the following position at the African Caribbean Institute of Jamaica/Jamaica Memory Bank (ACIJ/JMB), a division of the Institute of Jamaica:

## **ADMINISTRATOR (GMG/AM 4)**

### **Job Summary**

To oversee the administrative support services of the division

### **Key Responsibilities**

- Provides guidance/advice to the Director and supervisors on administrative matters.
- Ensures the availability of support services such as requests for equipment, transportation, and contracted services
- Assists the Director in preparing annual estimates of expenditure (recurrent and capital).
- Reviews and verifies the Division's expenditure against the expenditure analysis from the Finance and Accounts Department to ensure that amounts are correctly applied to the budget.
- Monitors the Division's bank accounts and petty cash imprest
- Represents the Division at meetings and other functions.
- Participates in the recruitment of staff for the Division
- Administers the division's leave programme
- Collates and prepares Operational and Corporate Plans for the Division.
- Collates and prepares Bi-monthly, Quarterly Status and Annual Reports.

### **Minimum Qualification/Experience**

- ◆ First Degree in Management Studies/Public Administration/Business Administration
- ◆ Three (3) years' experience in a similar environment

Applications should be submitted no later than **Friday, March 16, 2023 to:**

**Director  
Human Resource Development & Management  
Institute of Jamaica  
10-16 East Street  
Kingston  
Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)**