

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following post in the National Gallery of Jamaica (NGJ), a division of the Institute of Jamaica:

Gift Shop Manager (GMG/AM 3)

Job Summary

To manage the daily operations of the Gift Shop at the National Gallery of Jamaica (NGJ), and to ensure profitability and accountability, through enterprise, inventory and expense control.

Required Skills/Competencies

- Extensive knowledge of copyright laws
- Knowledge of procurement regulations
- Knowledge of Microsoft Office & Peachtree Accounting Software
- Must be familiar with museums and museum gift shops

Minimum Qualification/Experience

- Bachelor's degree in Management Studies or Business Administration majoring in Accounting or Marketing.
- Two (2) years' experience in retail management

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

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

Email: personnel@instituteofjamaica.org.jm

FAX # 922-1147