

INSTITUTE OF JAMAICA

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

Applications are invited for the following post at Liberty Hall of the Institute of Jamaica:

DIRECTOR (GMG/SEG 3)

JOB SUMMARY

Reporting to the Executive Director of the Institute of Jamaica, the incumbent will be expected to guide the staff and devise methods to implement the mission of Liberty Hall: The Legacy of Marcus Garvey: to inform the public about the work of Jamaica's first national hero and to use his philosophy and opinions to inspire, excite, and positively affect the self-identity of Jamaican people, while creating social and economic wealth.

KEY RESPONSIBILITIES

- Charts a developmental course for Liberty Hall that includes the following: The Marcus Mosiah Garvey Multimedia Museum; Garvey Research/Reference Library; Garvey Multimedia Computer Centre; and Garvey Outreach Programmes.
- Writes bankable proposals for acquiring national and international funding for Liberty Hall's programmes and projects.
- Prepares and monitors the Division's Operational Plan, Corporate Plan; Quarterly Reports; Annual Reports and budget.
- Prepares exhibition implementation plans and sets out timetables for implementation

MINIMUM QUALIFICATION/EXPERIENCE

- Master's Degree in Museum Studies, Cultural Heritage Management or equivalent
- Five (5) years' related working experience

SALARY SCALE

\$4,594,306.00 p.a. to \$6,178,830.00 p.a.

ADDITIONAL VACANCIES

For additional information on our vacancies please visit the Employment Section of our website.

Applications should be submitted no later than **Friday, May 26, 2023** to:

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

EMAIL: personnel@instituteofjamaica.org.jm

WEBSITE: <https://instituteofjamaica.org.jm/>