

INSTITUTE OF JAMAICA

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

Applications are invited to fill the temporary position in the Programmes Coordination Division (Greater Portmore Junior Centre), a division of the Institute of Jamaica:

PROGRAMMES OFFICER (GMG/AM 4)

SALARY: \$2,478,125.00

Employment Period: May 8, 2023 – July 3, 2023

Job Summary

Under the supervision of the Director of Programmes Coordination, the Programmes Officer facilitates the execution of the programmes and activities of the Greater Portmore Junior Centre, by ensuring that activities are effectively promoted, modified and operated, to achieve the mandate of the Division.

Key Responsibilities

1. Develop, implement and coordinate visual and performing arts and other developmental programmes
2. Coordinate productions/performances and Visual Art displays
3. Coordinate annual Summer Arts Workshop
4. Supervise preparation of children for competitions and external performances
5. Supervise full time staff, part-time tutors, volunteers, security guard, other support staff and students
6. Develops and produces various promotional documents
7. Prepare reports, budgets and work plans
8. Ensure proper preparation for rental of the facilities
9. Promotes the programmes of the Junior Centre and other outreach activities
10. Identifies visual and performing arts activities for workshop

Minimum Required Qualifications/Experience

1. Bachelors Degree in Arts or Social Sciences
2. Certificate in Public Relations/Communications
3. Certificate in Supervisory Management
4. Training in the field of teaching would be an asset
5. At least 3 years experience in a similar capacity

Applications should be submitted no later than **Friday, May 19, 2023** to:

Director Human Resource Development and Management
Institute of Jamaica
10-16 East Street KINGSTON
Fax # 922-1147

Email: personnel@instituteofjamaica.org.jm