

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following position in the Programmes Coordination Division, a division of the Institute of Jamaica:

Programmes Officer (GMG/AM 4) (Band 6)

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. Develops, implements and coordinates visual and performing arts and other developmental programmes
2. Coordinates productions/performances and Visual Art displays
3. Coordinates annual Summer Arts Workshop
4. Supervises preparation of children for competitions and external performances
5. Supervises full time staff, part-time tutors, volunteers, security guard, other support staff and students
6. Develops and produces various promotional documents
7. Prepares reports, budgets and work plans
8. Ensures 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

Salary Scale

\$2,478,125.00 p.a. to \$3,332,803.00 p.a.

Minimum Required Qualifications/Experience

1. Degree in the Arts or Social Sciences
2. Training in the field of teaching would be an asset
3. Three (3) years' experience in a related field

Applications should be submitted no later than **Wednesday, December 20, 2023** to:

Director Human Resource Development and Management
Institute of Jamaica
10-16 East Street KINGSTON
Email: personnel@instituteofjamaica.org.jm