

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following **temporary** position at the African Caribbean Institute of Jamaica/Jamaica Memory Bank, a division of the Institute of Jamaica:

TRANSCRIBER (OPS/SS 3) (Band 4)

Salary Range: \$1,711,060.00 p.a. - \$2,301,186.00 p.a.

Job Summary

To create and maintain a database of transcriptions

Key Responsibilities

Under the supervision of the Senior Research Fellow, the incumbent:

- Transcribes verbatim interviews and other research data.
- Assists Research Officers in the production of worksheets
- Assists in the planning of research activities
- Assists Research Officers in maintaining a catalogue of audio/visual materials in the ACIJ/JMB collection
- Maintains a record of materials received and transcribed.
- Prepares monthly reports and other specific reports
- Assists other members of staff in the preparation of exhibitions and lectures

Minimum Qualification/Experience

- Four (4) GCE 'O' Level or CXC Subjects including English Language and Mathematics
- One year's experience in a public relations/education environment.

Competencies

- Knowledge of Caribbean history and culture
- Knowledge of educational methodologies and practices
- Use of audiovisual equipment
- Research skills
- Typing speed of at least 80 words per minute.

Special Conditions Associated with the Job

- May be required to go on field trips, overnight in the field, work outside the normal working hours and observe non-Christian religious ceremonies and rituals.

Applications should be submitted no later than **Friday, July 26, 2024** to:

Director Human Resource Development & Management

10-16 East Street

Kingston

Email: personnel@instituteofjamaica.org.jm