

INSTITUTE OF JAMAICA
(Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited for the following **temporary** positions in the Human Resource Development and Management Department of the Institute of Jamaica:

PERSONNEL OFFICER

Job Summary

The Personnel Officer will assist with the recruitment and will be required to prepare Period of Service Records and update the personal data on staffing

Salary

\$2,803,771 per annum

Period of Employment

Six (6) months

Minimum Qualification/Experience

- BSc. majoring in Human Resource Management
- One (1) year's related experience

RECORDS OFFICER

Job Summary

The Records Officer will also assist with the recruitment; updating the leave records; filing and preparing letters for staff based on the new compensation system.

Salary

\$1,711,060 per annum

Period of Employment

Six (6) months

Minimum Qualification/Experience

- Four (4) subjects at the CSEC Level including English Language and Mathematics or Accounts
- Diploma in Human Resource Management would be an asset
- One (1) year's related experience

Applications should be submitted no later than **Wednesday, August 7, 2024** to:

DIRECTOR
HUMAN RESOURCE DEVELOPMENT AND
MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON
Email: personnel@instituteofjamaica.org.jm