



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 311 **OSC Ref. C.6608⁸**

26th November, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Director (GMG/SEG 3)** at **Liberty Hall, Institute of Jamaica**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will 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

Management/Administrative:

- 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;
- Participates in the Organization's Strategic Planning process – prepares and monitors the Division's Operational Plan, Corporate Plan, Quarterly Reports, Annual Reports and Budget, ensuring the work of the Division is carried out according to plan and agreed targets achieved;
- Represents the Organization at schools, meetings, national and international conferences and other functions as deemed necessary;
- Provides information to the Executive Director regarding the operation of Liberty Hall;
- Ensures compliance with high standards of decorum and environmental maintenance by all users and employees of Liberty Hall;
- Ensures that Liberty Hall serves the interests of the communities that surround Liberty Hall.

Technical /Professional:

- Conducts research on companies that provide multimedia exhibition design and equipment;
- Prepares Exhibition Design Timetables;
- Reviews and signs off on research papers and multimedia materials for exhibits;
- Writes Exhibition Implementation Plans and sets out timetables for implementation;
- Follows-up Researcher to ensure statistical database is implemented and crossed referenced information is accessible;
- Liaises with Museums Division, Natural History Division, and the ACIJ to share exhibit information;
- Attends Museum Association Conferences to keep up to date on advances in exhibition techniques;
- Undertakes travel to acquire materials and information for the Marcus Mosiah Garvey Multimedia Museum and the development of Liberty Hall;
- Ensures the security of Liberty Hall and its Programmes.

Human Resource:

- Manages the welfare and development of Liberty Hall's staff and direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;

- Ensures the acquisition of posts at appropriate levels for staff of the Division;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division and the Ministry;
- Monitors Volunteers at Liberty Hall to ensure the safety of the children and the staff;
- Ensures that staff has access to appropriate training opportunities;
- Performs other related functions assigned from time to time by the Executive Director.

Required Knowledge, Skills and Competencies

- Ability to use initiative for organization's development
- Excellent knowledge of people management
- Excellent technical skills in the field of museology
- Excellent leadership and interpersonal skills
- Proficiency in the use of relevant computer applications
- Excellent presentation skills
- Excellent oral and written communication skills
- Ability work in a team

Minimum Required Qualification and Experience

- Master's Degree in Museum Studies or Cultural Heritage Management;
- Five (5) years' experience working in a related field.

Applications accompanied by résumés should be submitted **no later than Wednesday, 9th December, 2020 to:**

**Director
Human Resource Development and Management
Institute of Jamaica
10-16 East Street
Kingston**

Email: personnel@instituteofjamaica.org.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**