

## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 333** **OSC Ref. C. 6608<sup>8</sup>**

**5<sup>th</sup> August, 2022**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the following posts in the **Institute of Jamaica, Ministry of Culture, Gender, Entertainment and Sport**:

1. **Executive Director (GMG/SEG 6) - (Not Vacant)**, salary range \$4,314,285 - \$5,128,329 per annum and any allowance(s) attached to the post.
2. **Director (GMG/SEG 3) - (Not Vacant)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.

#### **1. Executive Director (GMG/SEG 6)**

##### **Job Purpose**

The Executive Director is the Chief Executive Officer of the Institute of Jamaica, which encompasses the National Museum Jamaica, the Natural History Museum of Jamaica, the National Gallery of Jamaica, the African Caribbean Institute of Jamaica/ Jamaica Memory Bank, the Programmes Co-ordination Division (Junior Centres and Simón Bolívar Cultural Centre), Liberty Hall and the Jamaica Music Museum.

The Executive Director ensures the provision of policy advice and programmes to the Council of the Institute of Jamaica based on continuing assessment of development trends and needs in Jamaica's Literature, Science, History, Material Culture and Creative Arts. He/she assumes responsibility for the interpretation and implementation of policy on Cultural and related matters approved by the Minister or Council of the Institute of Jamaica to ensure co-ordinated action on the organizational goals and objectives and conformity with policy directives.

The incumbent initiates developmental strategies and approaches in the formulating of national cultural policies in order to achieve co-ordination and consensus on national cultural issues.

Additionally, the Executive Director directs and manages the performance of Divisions/Affiliates of the Institute of Jamaica to ensure effective operation within policy and budgetary guidelines.

##### **Key Responsibilities**

###### ***Leadership:***

- Maintains a high standard of integrity generally, and specifically in the advancement of the mission of the Institute of Jamaica, and the promotion of professional conduct of staff;
- Demonstrates emotional intelligence, manages conflicts and can be regarded as a trusted advisor or advocate in emotionally charged situations;
- Anticipates issues, challenges and outcomes; takes action considering the risks and using prudent judgement;
- Demonstrates adaptability and flexibility in completing a job despite challenging circumstances;
- Utilises participatory and collaborative management style;
- Identifies solutions to a wide range of organisational issues and manages their implementation for effectiveness;
- Accepts responsibility and accountability for success or failure.

###### ***Strategic and Operational:***

- Guides the development of the Strategic direction of the Institute of Jamaica;
- Develops an overall Corporate Plan for the IOJ and for Strategic Planning in the development and implementation of Cultural Programmes;

- Initiates and develops corporate policies and strategies to facilitate the management and administration of the work of the Divisions/Affiliates of the IOJ in order to enable them to gradually develop the capacity of managing their own affairs;
- Develops co-ordinated plans, systems and procedures in collaboration with Divisional Heads to ensure that goals and objectives are attained;
- Develops short- and long-term strategies and plans aimed at maximising the use of resources in the interest of national cultural policies;
- Plans, designs and implements measures for a modern management system which will include the periodic evaluation of Divisional Programmes and policies for effectiveness relative to the Government's overall objectives;
- Directs and manages the resources of the IOJ to ensure their effective use in the implementation of Divisional Programmes and the achievement of objectives. This involves the setting of priorities in collaboration with Divisional Directors;
- Initiates action for the integration of culture and education which will influence the development of positive national values towards Jamaica's socio-cultural and economic development;
- Initiates and recommends development models in which Government cultural policies recognize and support the value and relationship of culture in national development;
- Develops and co-ordinates appropriate networks and linkages among related Agencies to establish co-operation in the use of scarce resources and to influence the formulation of national cultural policies;
- Keeps abreast of national and international issues on culture, science and art in order to assess and analyse cultural trends both locally and internationally;
- Presents periodic reports to the Council on relevant matters pertaining to the management of the IOJ;
- Directs the dissemination of accurate and timely information on the work of the IOJ to the widest possible audience;
- Develops programmes and policies to ensure the continuing conservation and preservation of Jamaica's cultural and scientific heritage;
- Ensures that academic programmes are designed and developed to reflect personal, socio-cultural and economic development of the nation;
- Develops policies for the integration of overlapping areas of activities across Divisions of the IOJ to achieve common objectives and maximise the use of scarce resources;
- Ensures that the appropriate administrative structures and systems to facilitate the work of Divisions are in place and are effective and efficient;
- Represents the Institute of Jamaica at local and regional meetings, conferences and other fora.

***Technical/Professional:***

- Provides advice to the Chairman of Council and the Minister of Youth and Culture on cultural development policies and issues;
- Reviews and evaluates Divisional Programmes and activities to determine the effectiveness of overall policies;
- Monitors the deployment of human resources and the allocation of financial resources to evaluate their use in the achievement of divisional and overall objectives. Takes corrective action where necessary;
- Ensures that proper accounting procedures are established and followed by all Divisions;
- Advises the Council on financial policies and procedures best suited to the IOJ in pursuing its objectives;
- Monitors the inflows and outflows of funds obtained from Private Sector and overseas donors;

***Human Resource:***

- Manages the welfare and development of 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 that members of staff are aware of and adhere to the policies, procedures and regulations of the Institute of Jamaica;
- Participates in the recruitment of direct reports;

- Conducts scheduled Staff Meetings to provide, among other things, a forum for bonding, discussion, information gathering on any operational problems being experienced, resolving problems, and also providing feedback on specific issues/matters as necessary;
- Performs any other related functions assigned from time to time by the Council and the Permanent Secretary.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Customer and quality focus
- Teamwork and co-operation
- Excellent oral and written communication skills

#### ***Technical:***

- Knowledge of the principles of Financial Management
- A sound knowledge of developments in administration and management as they affect the Jamaican Public Sector and bulletins, directives and Ministry Papers relevant to the work of the National Gallery
- Knowledge of Public Bodies and Accountability Act, the Staff Orders for the Public Service, Institute of Jamaica Act and the Government of Jamaica procurement guidelines
- Knowledge and understanding of Jamaican Heritage
- Demonstrable proficiency in decision-making and leadership
- Knowledge of and sensitivity to the cultural needs of the Country, as well as proven qualities of imagination and creative ability
- Knowledge of the work of related cultural Agencies is essential, as well as a working knowledge of international Foundations/Agencies (e.g. UNESCO, OAS, UNDP, etc.) is also essential
- Knowledge of the subject areas of all Sections of the Institute of Jamaica
- Considerable skills in inter-personal relationships
- Highly developed management skills
- The work also requires continuing study of modern management trends, and study of current directions and publications of related Agencies and Ministries
- The ability to provide leadership to a multi-disciplinary team of professionals is highly essential
- The job requires vision, innovativeness intuitiveness, and the ability to make sound decisions.

### **Minimum Required Qualification and Experience**

- Postgraduate Degree in Management or Postgraduate Degree in the Humanities and a Diploma in Business Administration;
- Ten (10) years' Senior Management experience in a cultural, socio-economic or development Agency.

### **Special Conditions Associated with the Job**

- Interaction with all levels of Government Sector including Ministers of Government and other Ministry officials;
- Required to travel extensively.

## **2. Director (GMG/SEG 3)**

### **Job Purpose**

To manage the research, documentation and administrative operations of the Division.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Establishes and maintains effective dialogue with the Executive Director of the Institute of Jamaica on all matters relating to Institute policies and changes in the Division's Programmes;

- Assists and participates in the Planning of Educational Programmes and research projects, supervising their implementation, monitoring and assessing their progress;
- Monitors the Division's expenditure against the expenditure analysis from the Accounts Department to ensure that amounts are correctly applied to ACIJ/JMB's Budget;
- Prepares Corporate, Operational and Unit Plans;
- Prepares Annual/Periodic Work Plans;
- Prepares Annual Budget for Division;
- Conducts regular meetings of supervisory group;
- Maintains corresponding relationship with internal Groups/Divisions and external Agencies;
- Represents the Organization at meetings, conferences and other functions;
- Prepares Monthly Report on Research Unit activities;
- Participates in the Organization's Strategic Planning Process/ Divisional Heads meetings
- Submits Bimonthly, Quarterly Status and Annual Reports for the Division.

***Technical/Professional:***

- Conducts major and minor research projects;
- Approves Divisional research projects;
- Participates in/attend external academic conferences;
- Participates in/attend Divisional/IOJ seminars and conferences;
- Approves Divisional publications;
- Guides research Unit Staff in Organization and conduct of research, outreach and publications projects.

***Human Resource:***

- Manages the welfare and development of 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;
- Participates in the recruitment of staff for the Department;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division, the Institute of Jamaica and the Ministry;
- Performs any other related duties that may be assigned from time to time by the Executive Director.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation

***Technical:***

- Advanced knowledge of Caribbean culture and history
- Good management skills
- Analytical thinking
- Good problem-solving
- Initiative

**Minimum Required Qualification and Experience**

- Postgraduate Degree in the Social Sciences/Humanities;
- Three (3) years' experience in a similar capacity;
- Demonstrated managerial capabilities;
- Track record of independent research/publication in a relevant field.

**Special Conditions Associated with the Job**

- Required to work outside regular work hours;
- Perform duties outside of stated functions of job.

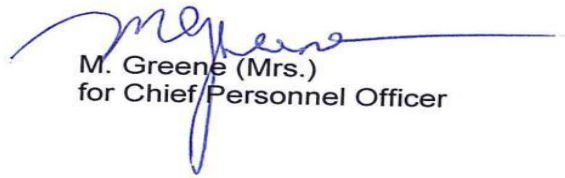
Applications accompanied by résumés should be submitted **no later than Thursday, 18<sup>th</sup> August, 2022 to:**

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

Email: [personnel@instituteofjamaica.org.jm](mailto: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.**



M. Greene (Mrs.)  
for Chief Personnel Officer