



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

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CIRCULAR No. 506 **OSC Ref. C. 6608⁹**

1st December 2023

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 **Research Officer/Adjunct Curator (SOG/ST 5)** in the **Institute of Jamaica**, salary range \$3,094,839 - \$4,162,214 per annum.

Job Purpose

To contribute to the growth of the Jamaica Music Museum's exhibition and acquisition programmes, as well as provide substantial support for the strategic plans and objectives established by the Director/Curator.

Key Responsibilities

Technical/Professional

- Chairs the exhibition and acquisition meetings on request of the Director/Curator;
- Liaises with the Financial Controller to ensure the procurement of supplies for exhibitions;
- Ensures support for the Jamaica Music Museum through presentation of fundraising events, such as variety events, music fairs, concerts, and auctions;
- Proposes, undertakes research and curates exhibitions in areas of competence;
- Develops and coordinates on and off site educational programming for adults and children in conjunction with the Educational Outreach Officer;
- Develops and administers the Museum's guide program;
- Assists with the development/maintenance of the permanent collection and temporary exhibitions;
- Assists with the editing of the Museum's academic publications and newsletters;
- Presents public lectures on Jamaican/Caribbean music and related subjects;
- Supervises and provides academic guidance to the Jamaica Music Museum's research initiatives in collaboration with the Education Outreach Officer;
- Co-ordinates the Museums Exhibitions, including the accuracy, quality and appropriateness of labels, signage etc.;

Human Resource Management

- 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 staff is aware of and adheres to the policies, procedures and regulations;
- Recommends sick, departmental and vacation leave for staff under supervision and maintains appropriate records.

Required Knowledge, Skills and Competencies

Core:

- Oral and Written communication
- Teamwork and co-operation
- Customer and Quality focus

Technical:

- General knowledge of music history and works of music generally.
- Ability to formulate project proposals/programmes.
- Knowledge of the Museum's collection of music and Jamaican/Caribbean music in general
- Proficiency in the writing of reports
- Ability to meet deadlines

Minimum Required Education and Experience

- Master's degree in arts, musicology, ethnomusicology or other culturally related field
- Three (3) years related experience

Applications accompanied by résumés should be submitted **no later Thursday, 14th December, 2023 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.



Desreen Smith (Mrs.)
for Chief Personnel Officer