



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 339 **OSC Ref. C.6608¹⁰**

13th November, 2025

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 **Education Outreach Officer (ST 6)** in the **African Caribbean Institute of Jamaica/Jamaica Memory Bank, a Division of the Institute of Jamaica**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

Under the supervision of the Senior Research Fellow, the Education Outreach Officer is required to facilitate public awareness of Jamaican/Caribbean Cultural Heritage, by planning and organizing educational programmes.

Key Responsibilities

Managerial/Administrative:

- Prepares Budgets for outreach activities;
- Assists in the monitoring of the Division's activities, by preparing monthly, bimonthly, quarterly status and annual reports;
- Assists in the planning of Research activities, by attending and participating in weekly research meetings;
- Assists in the monitoring of the Division's activities by preparing Work Plans.

Technical/Professional:

- Schedules and conducts outreach activities on initiative of the Division or in response to public requests;
- Prepares research proposals;
- Conducts research and completes research projects based on approved proposals;
- Prepares and maintains a list of cultural heritage resources relevant to outreach programmes;
- Conducts research on Jamaican/Caribbean cultural heritage;
- Maintains a calendar of cultural events;
- Attends tertiary level academic seminars/lectures/conferences/meetings, to keep abreast of studies on topics related to the work of the Division;
- Collaborates with other members of staff in preparing exhibitions and organising lectures.

Required Knowledge, Skills and Competencies

- Excellent people skills
- Excellent research skills
- Ability to use initiative
- Computer skills
- Use of audio-visual recording equipment
- Knowledge of Caribbean History and Culture
- Knowledge of the National School's Curriculum at all levels of learning

Minimum Required Qualification and Experience

- Degree in the Humanities or Social Sciences;
- Diploma in Teaching;
- One (1) year's experience in a Public Relations/Education environment.

Special Conditions Associated with the Job

- May be required to do field trips, overnight in the fields;
- Will be required to work outside the normal working hours and be asked to observe non-Christian religious ceremonies and rituals;
- The post requires that the officer travels island-wide, on a regular basis, particularly for the educational outreach programmes.

Applications, accompanied by résumés, should be submitted **no later than Wednesday, 26th November, 2025, 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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**