



## **VACANCY ADVERTISEMENTS (5 POSTS)**

**The Jamaica Cultural Development Commission (JCDC), a Statutory Body within the Ministry of Culture, Gender, Entertainment and Sport invites applications from suitably qualified persons to fill the following OPEN VACANCIES:**

### **1. LEGAL OFFICER /CORPORATE SECRETARY (LEVEL 6)**

Under the general direction of the Executive Director, the incumbent provides:

- Legal advice and support and ensures that the JCDC is compliant with all GOJ statutory and regulatory requirements.
- Develops and reviews policies and standard operating procedures to mitigate risks and facilitate efficiency.
- Marshal legal disputes involving the JCDC, under the direction and guidance of the Attorney General's Chambers.
- Collaborates with the Legal Units in MDAs to ensure that the JCDC'S interests, rights and obligations are expeditiously discharged in accordance with the relevant guidelines, regulations and laws.

#### **Core functions include, but are not limited to:**

- Providing legal advice necessary to support the JCDC programmes
- Providing support and direction in the preparation of contracts and other documents for the Commission
- Liaising with the Attorney General's Chambers, the Office of the Chief Parliamentary Counsel, the Director of Public Prosecutions, and other organizations where such liaison is required in relation to the job function.
- Providing Company Secretary Support at JCDC Board Meetings

#### **Qualification and Experience**

- Attorney-at-Law (called to the Jamaican Bar)
- Minimum Five (5) years' experience as an Attorney-at-Law

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

- Access to confidential and sensitive information.
- Expected to demonstrate a high level of integrity and professionalism,
- May oversee or coordinate the work of others.
- Will be required to work beyond normal working hours from time to time to meet deadlines
- May be required to work on weekends and public holidays.

**Salary – \$6,333,301.00 - \$8,517,586.00**

### **2. TRAINING AND DEVELOPMENT OFFICER (LEVEL 4) PAY BAND 8**

Under the directive of the Director - HRMD&A, the Training and Development Officer is responsible for

- Improving the productivity of the organization's employees for the effective development, coordination and presentation of training and development programmes for all employees islandwide.
- Assessing organization-wide developmental needs to drive training initiatives.
- Identifying and arranging suitable training solutions for employees.



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- Actively search, creatively designs and implements effective methods to educate, enhance performance and recognize performance.

### **Core functions include, but are not limited to:**

- Conducting follow-up studies of all completed training to evaluate and measure results and modify programs as needed.
- Developing effective training materials utilizing a variety of media
- Developing trainer programmes and coach others involved in training efforts
- Developing and maintaining proper communications tools such as bulletin boards and newsletters to ensure employees have knowledge of the Commission's events and general information.
- Planning, organizing, facilitating and ordering supplies for employee events
- Developing and monitoring spending against the training unit budget
- Implementing and reviewing appropriate systems and methods for training needs analysis
- Implementing effective induction programmes and material through dialogue with managers and colleagues
- Analyzing, designing and developing training and learning interventions

### **Qualification and Experience**

- Bachelor degree in Social Sciences, Management or Public Administration
- Specialized training in Human Resource Management with emphasis on Training
- A minimum of five (5) years' experience in Human Resource Management, of which three (3) should be at the managerial level

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

- Expected to demonstrate a high level of integrity and professionalism
- Expected to work beyond normal working hours to meet deadlines
- Exposure to confidential and sensitive information

**Salary - \$ 4,266,270.00 - \$5,737,659 (per annum)**

### **3. BUSINESS DEVELOPMENT OFFICER (LEVEL 4), PAY BAND 7**

Under the general direction of the Business and Product Development Manager, the Business Development Officer will seek to assist in identifying and converting the tangible and intangible cultural and creative products of the Commission into viable income generating merchandise, through the provision of high quality, marketable goods and services. He/She will explore and exploit all avenues of income generation from the products, facilities and talents at his/her disposal, made possible through Product Development.

### **Core functions include, but are not limited to:**

- Ensuring the procurement of supplies and materials for the division;
- Assisting with initiating meetings with relevant departments and staff to ascertain necessary information on cultural creative talents and interests;
- Assisting with identifying emerging and outstanding talent for further development and promotion;
- Compiling and maintaining a database/catalogue all goods and services offered by the Commission



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- Ensuring that Copyright and other existing appropriate Laws and regulations are observed and conformed with;
- Assisting in negotiating contracts and agreements with relevant stakeholders, clients, customers and service providers;
- Managing the welfare and development of direct reports.

### **Qualifications & Experience:**

- Degree in Marketing, General Management, Business Administration or related field **OR**
- First Degree in Marketing, Public Relations/Promotions, Project Management or related field
- Three (3) years' experience marketing and public relations, brand management, product development or related field in at the supervisory level.

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

- Expected to demonstrate a high level of integrity and professionalism
- Expected to work beyond normal working hours
- Exposure to confidential and sensitive information
- Expected to work on weekends, public holidays and nights
- Expected to work outdoors
- Expected to work with large crowds

**Salary - \$ 3,501,526.00 - \$4,709,163.00 (per annum)**

### **4. USER SUPPORT OFFICER (LEVEL 3), PAY BAND 6**

Under the direct supervision of the ICT Manager, the User Support Officer will provide the necessary information, communication and technology (ICT) support that will enable the Commission to operate effectively and efficiently. The incumbent will address the following but not limited to:

- providing daily ICT support that will allow users within the JCDC to carry out their functions efficiently;
- assisting with the upgrade from flat to hierarchical LAN;
- Providing multimedia and streaming support.

### **Core functions include, but are not limited to:**

- assisting with providing user training for software packages and the use of new hardware;
- performing simple routine maintenance tasks and troubleshooting;
- ensuring the streaming of events as required;
- providing multimedia support for events and meetings;
- maintaining computer equipment inventory;
- assisting in developing database infrastructure for the Commission;
- providing support in facilitating the implementation and maintenance of intranet in collaboration with the Webmaster and Programmer;
- maintaining VPN for authorized users (software)
- installing, configuring and maintaining network software design and ensure security of same
- assisting with technical software support for all end users

### **Qualifications & Experience:**



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- Associates Degree in Computer Science or related field from a recognized tertiary institution;
- At least three (3) years' experience in the field.

**Salary - \$ 2,803,771- \$3,770,760.00 (per annum)**

### **5. ADMINISTRATIVE OFFICER, (LEVEL 2) PAY BAND 4, MARKETING AND PUBLIC RELATIONS (HEAD OFFICE)**

Under the general supervision of the Director, the Administrative Assistant is responsible for the daily administration of the Division. Provide the necessary administrative and secretarial support to the Director. He/She serves as the link between the Director and other Departments within the Commission. The incumbent is also responsible for the dissemination of information among the other departments, collation and preparation of reports and other relevant information for the Director.

#### **Core functions include, but are not limited to:**

- Researching, collecting and collating relevant information from departments and director's notes for the preparation of periodic (monthly, ad hoc and progress) reports.
- Collecting, collate and sorting invoices, bills, traveling claims and other financial documents for director's approval.
- Receiving, recording and dispatching bills, invoices, travel claims and contracts to the relevant officers for processing.
- Responding to internal and external customer queries in order to ensure customer satisfaction.
- Bringing to the attention of the director, matters requiring his/her personal attention for the necessary action/s.
- Maintaining the divisions' leave roster so as to advise the director on staff members' leave availability and eligibility.
- Maintaining a filing system for the Division
- Planning and make the necessary preparations for meetings, conferences, seminars
- Maintaining the director's diary by scheduling meetings and appointments.

#### **Qualifications & Experience:**

- An Associate Degree or Diploma in Management Studies, Business Administrations, Human Resource Development or other related area;
- Two (2) years working experience in similar area;
- Computer Literate – *proficient in the Microsoft Office Suite*;
- Excellent communication skills (written and oral)

**Salary - \$1,771,060.00 – 2,301,185.00 (per annum)**

Suitable applicants should submit application letters along with detailed resumes no later than **Sunday, April 13, 2025** to:

**The Director – Human Resources Management Development & Administration**

Email: [careers@jcdc.gov.jm](mailto:careers@jcdc.gov.jm)

Please note that only shortlisted candidates will be acknowledged.