



VACANCY ADVERTISEMENTS (6 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 positions:

1. DIRECTOR, MARKETING & PUBLIC RELATIONS (LEVEL 6) – HEAD OFFICE

Under the general direction of the Executive Director, the Director of Marketing and Public Relations: plans, directs and coordinates the Marketing and Public Relations functions for the Commission; prepares and implements the annual budget for the Department; advises the Executive Director on the technical and specialist nature of marketing and public relations to ensure the appropriateness and effectiveness of strategic decisions; provides effective leadership in implementing the strategic decisions; provides effective leadership in implementing the strategic plans as it relates to marketing and public relations; provides consultative services in marketing and public relations for the voluntary committees in the thirteen (13) parishes; oversees aspects of the internal communications process.

Core functions are but not limited to:

- Provides the Executive Director with expert advice on technical details relating to marketing and public relations by ensuring that good media relations are maintained and that the Commission receives value for money in its relations with the media;
- Plans, directs and coordinates the Marketing and Public Relations functions by leading a team in the day to day operations of the Department;
- Contributes to and implements the Commission's strategic plan as it relates to Marketing and Public Relations;
- collaborates with the research, planning and information branches to develop and implement a corporate communications strategy for Marketing and Public Relations and contribute to the overall corporate plan for the Commission;
- Provides advisory, coaching and consultative services for the staff in the Regions and Parishes
- Participates actively in the staging of events and shows
- Oversees internal corporate communications

Qualifications & Experience:

- Second Degree in Marketing, Public Relations or related field
- Three (3) years' experience in marketing and public relations, brand management, product development or related field at a senior management level.



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- First Degree in Marketing, Public Relations or related field
- Five (5) years' experience in marketing and public relations, brand management or related field in at a senior management level

Salary: \$ 6,333,301.00 – 8,517,586.00 (per annum)

2. CORPORATE PLANNER, LEVEL 4 PAY BAND 8 - HEAD OFFICE

Reporting to the Executive Director, the Corporate Planner is responsible for the development and monitoring of the organization's strategic, operational, and project plans in support of achieving its goals and objectives. The incumbent contributes to the development, formulation and monitoring of necessary policies and procedures; prepares monthly, quarterly, annual and ad hoc reports as necessary, and providing corporate secretarial support to the Board of Directors, as well as drafting relevant contracts and preparing project proposals to attract local and international funding support.

Core functions include, but are not limited to:

- Designing and executing strategic Corporate Planning Framework and reporting timeframes;
- Leading the planning process of the organization in the development of Strategic Business, Operational and Departmental Plans, and monitoring the implementation of these plans;
- Supporting the Executive Director in developing/refreshing the Commission's strategic vision and objectives by providing independent strategic analysis and insights;
- Tracking deliverables and making ongoing comparisons with corporate plans, undertaking data analysis, identifying valuable insights and developing relevant reports;
- Preparing the Commission's performance reports to be presented to the Executive Director and the parent ministry;
- Managing the entire strategic reporting process, under the direction of the Executive Director;
- Gathering information and drafting the Executive Director's monthly reports for submission to the Board of Directors;
- Working closely with the Executive Director in establishing strong working relationships with Senior Managers within the Commission and external providers;



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- Supporting the Executive Director in articulating the Commission's strategic objectives and priorities in the organization's Strategic Plan;
- Keeping the official records and minutes of the Board of Directors.

Qualifications & Experience:

- Bachelor's Degree in Management Studies, Business Administration, Public Policy or equivalent;
- Specialized training in strategic planning or corporate planning;
- Minimum of five (5) years' experience in corporate or strategic planning;
- Minimum of five (5) years' experience at a middle management level;
- Working knowledge of the Balance Scorecard and Government of Jamaica's planning process including the Performance Monitoring and Evaluation System (PMES) and Performance Management and Appraisal System (PMES).

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

3. TRAINING AND DEVELOPMENT OFFICER (LEVEL 4) PAY BAND 8 – HEAD OFFICE

Under the directive of the Director-HRM&D, the Training and Development Officer is responsible for improving the productivity of an organization's employees, responsible for the effective development, coordination and presentation of training and development programs for all employees island wide. Assesses organization-wide developmental needs to drive training initiatives. Identifies and arranges suitable training solutions for employees. Actively search, creatively designs and implements effective methods to educate, enhance performance and recognize performance.

Core functions include, but are not limited to:

- Conducts follow-up studies of all completed training to evaluate and measure results; modify programs as needed
- Develops effective training materials utilizing a variety of media
- Develops trainer development programs and coach others involved in training efforts, providing effective growth and development opportunities. Develops and maintains property communications such as bulletin boards and newsletters to ensure employees have knowledge of property events and general information
- Plans, organizes, facilitates and order supplies for employee events
- Develops and monitors spending against the departmental budget



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- Exemplify the desired culture and philosophies of the organization
- Works effectively as a team member with other members of management and the human resources staff
- Develops, implements and reviews appropriate systems and methods for training needs analysis
- Develops and implements effective induction programmes and material through dialogue with managers and colleagues
- Analyzes, designs and develops, writes, delivers, reviews and evaluates 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 and,
- A minimum of five (5) years' experience in Human Resource Management, of which three (3) should be at the managerial level

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

4. PARISH MANAGER – PORTLAND (LEVEL 4) PAY BAND 8

Under the general direction of the Regional Manager, the Parish Manager is responsible for the daily administration of the Parish Office, providing leadership for the Parish Committees, leading the implementation of activities associated with the Annual Festival of the Performing, Culinary, and Visual Arts as well as facilitating training activities.

Core functions include, but are not limited to:

- Monitoring financial operation of the parish to ensure prudent cost efficiencies:
- Monitoring the receipts and expenditure of funds of the Parish
- Manage the development and implementation of arts and cultural programmes in the Parish by:
 - Promoting cultural activities at the Zone, Community, and Parish levels;
 - Sourcing sponsorship, funding and other resources to implement programmes;
 - Collaborating with relevant personnel at Head Office regarding the staging of events;
 - Leading the process of stimulating an awareness of the importance of culture to national development;



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- Monitoring cultural activities undertaken by all agencies within the Parish in order to develop and maintain a data base for reference;
- Preparing and submitting to the Regional Manager for approval, a yearly Development Plan and budget;
- Preparing and submitting quarterly reports;
- Coordinating the procurement functions for the parish;
- Coordinating the collection and lodgments of revenue in conjunction with the fundraising Chairman.
- Ensures that proper documentation of cultural peculiarities in the parish;
- Provides leadership for the Parish Committees by:
- Working closely with Parish and Zone Committees to establish and achieve goals, priorities and strategies to meet cultural development needs at the Parish level.
- 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;

Qualification and Experience

- First Degree in Management Studies & Public Administration;
- At least three (3) years' experience in a cultural or community based organization at the supervisory level;
- Training or experience in Events Management, Programme Planning and Evaluation and Report Writing; and
- Proficient in the use of computer applications.

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

5. PROCUREMENT OFFICER (LEVEL 3) PAY BAND 5 – HEAD OFFICE

Under the directive of the Procurement Director, the Procurement Officer's responsibility is to assist with the management of the procurement system and processes of the Commission for all goods, works and services to ensure transparency;

Core functions include, but are not limited to:



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- Assists with the preparation of tender documents.
- Prepare procurement requisitions for a wide variety of materials, supplies, professional services, and capital equipment advertisements.
- Assists with the monitoring and reviewing of contractual agreement,
- Assists with post contract evaluations, creates and maintains procurement records,
- Analyses, recommends and guides procurement procedures from start to finish
- Prepares monthly procurement reports
- Reviews procurement requisitions received for accuracy of description and specifications of products and services.
- Handles and update procurement database information and to be aware of all other procurement activities within the relevant government office.
- Ensures that procurement records are maintained in accordance with the Government Procurement Guidelines.
- Assist with the appraisal and evaluation of bids in accordance with Government Procurement Guidelines.

Qualification and Experience:

- First Degree in Administrative Management or Public Administration.
- Computer literature in Word, Excel and PowerPoint.
- A minimum of 2 years of experience in procurement or a related field.
- Training in Government Procurement Policies and Procedures

Salary - \$ 2,190,302.00 - \$2,945,713.00 (per annum)

6. CASHIER (LEVEL 2) PAY BAND 3 – HEAD OFFICE

The purpose of the Cashier is to assist with the smooth functioning of the Finance and Accounts Department, including being the custodian of all cash and cheques received in the Commission and to dispatch all cheques prepared by the Department. The incumbent is also responsible for collecting fees and charges, issuing cheques and maintaining appropriate accounting records/files.

Core functions include, but are not limited to:

- Receipts all cash and cheques received by the Commission
- Lodges all cash resources
- Custodian of the Commission's petty cash



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- Records all petty cash transactions in the petty cash book immediately after each transaction
- Prepares petty cash disbursement schedule and requests replenishment
- Disburses settlement cheques to customers
- Prepares daily cash balance report
- Performs cashier or other duties at National Events
- Preparation of documents, cheques, etc for pickup by Courier Services
- Prepares monthly receipt summary/cash book for journal entries
- Checks mileage claims from staff and adjudicators
- Prepares monthly report showing staff mileages
- Checks and prepares on request, staff mileage payments made
- Files Block Vote payment vouchers
- Prepares, balance and make lodgements to the relevant Bank accounts
- Makes timely call to creditors to collect cheque (s) prepared.

Qualification and Experience:

- Post secondary Certificate in Accounting or training in Government Accounting
- Four (4) CXC subjects, including a numeric subject and English Language
- A minimum of two (2) years experience in a similar capacity
- Or any equivalent combination of education and experience

Salary - \$ 1,711,060.00 - \$2,301,185.00 (per annum)

Suitable applicants should submit applications along with detailed resumes **no later than May 26, 2024** to:

The Director – Human Resources Management Development & Administration

Email: careers@jcdc.gov.jm

Please note that only short listed candidates will be acknowledged.