



VACANCY ADVERTISEMENT (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 position:

DIRECTOR – COMMUNITY CULTURAL DEVELOPMENT SERVICES (LEVEL 11) PAY BAND 11 – HEAD OFFICE

Reporting to the Executive Director, the Director – Community Cultural Development Services will lead the development and execution of strategic and operational plans for the Division; oversee parish and regional cultural activities; guide voluntary committees; ensure proper financial management within parish offices; and support the planning and implementation of national cultural programmes, including Independence celebrations and commemorative events.

This strategic leadership role is central to the Commission's mandate to develop, coordinate, and promote cultural expression across Jamaica's parishes and regions. The successful candidate will provide high-level direction, oversight, and technical guidance to ensure the effective implementation of community cultural programmes, parish operations, national commemorative activities, and the staging of regional and parish elimination finals in the Performing, Visual, Culinary, and Entertainment Arts.

Key Responsibilities

Management & Administrative

- Lead and supervise the overall operations of the Community Cultural Services Division.
- Prepare operational plans, budgets, and work programmes for the Division.
- Oversee parish revenue, expenditure, and cash-flow estimates and ensure compliance with government financial policies.
- Contribute to the Commission's strategic planning through stakeholder feedback and evaluation sessions.
- Ensure the effective staging of Parish and Regional Elimination Finals across all artistic disciplines.
- Monitor and control the Division's budget and ensure accountability for all funds collected.
- Collaborate with Subject Specialists to develop logistics for national events and programmes.

Technical / Professional

- Provide expert advice to the Executive Director on cultural trends and regional cultural dynamics.
- Offer technical support for cultural events staged by government, private sector, and community organizations.
- Serve as advisor and JCDC representative on committees, boards, and cultural bodies.
- Guide and monitor the work of voluntary parish committees, ensuring alignment with JCDC policies and strategic direction.
- Review and update guidelines for Parish Cultural Committees.
- Vet and approve project proposals and syllabi for workshops and seminars.
- Identify funding sources and support the development of project proposals.
- Facilitate training workshops and seminars across the regions.

Human Resource

- Promote effective communication and motivation within the Division.



VACANCY ADVERTISEMENT (POSTS)

- Identify training needs and support staff development initiatives.
- Conduct performance appraisals and provide constructive feedback.
- Foster a performance-driven culture aligned with organizational goals.
- Ensure staff are adequately trained to perform efficiently.

Minimum Qualifications & Experience

- Master's Degree in Management, Public Administration, Education, Human Resource Management, Theatre Arts, or related discipline.
- At least **five (5) years' senior management experience**, preferably in cultural or community development.
- Training in or exposure to Human Resource Development and Management at the managerial level.

Special Conditions Associated with the Job

- Required to work beyond normal working hours, including weekends and public holidays.
- Frequent island-wide travel.
- Exposure to confidential and sensitive information.
- Occasional outdoor work.
- High level of professionalism and integrity required.

Salary - \$ 7,716,513.00 - \$ 10,377,851.00 (per annum)

Director, Marketing & Public Relations (Level 10) Pay Band 10 – 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. He/she 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. He/she 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:

1. 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;
2. Plans, directs and coordinates the Marketing and Public Relations functions by leading a team in the day to day operations of the Department;
3. Contributes to and implements the Commission's strategic plan as it relates to Marketing and Public Relations;
4. collaborating 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;
5. Contributes to and implements the Commission's strategic plan as it relates to Marketing and Public Relations.

Special Conditions Associated with the Job



VACANCY ADVERTISEMENT (POSTS)

- Required to work beyond normal working hours, including weekends and public holidays.
- Frequent island-wide travel.
- Exposure to confidential and sensitive information.
- Occasional outdoor work.
- High level of professionalism and integrity required.

Qualifications & Experience:

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

OR

1. First Degree in Marketing, Public Relations or related field
2. 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)

CULINARY ARTS DEVELOPMENT SPECIALIST (LEVEL 8), PAY BAND 8- HEAD OFFICE

Reporting to the Director of Arts Development and Training, the Culinary Arts Development Specialist will conceptualize and implement strategic initiatives to advance Culinary Arts in Jamaica. The incumbent will conduct research, develop training manuals and cookbooks, design competition rules and guidelines, and coordinate national Culinary Arts programmes and Food Festivals. The role also includes providing hospitality management support for major events, promoting Jamaican culinary heritage, and collaborating with hotels, restaurants, and other stakeholders to encourage the creative use of local produce.

Key Responsibilities

The successful candidate will:

- Plan and implement annual Culinary Arts competitions, exhibitions, workshops, seminars, and related events.
- Collaborate with Subject Committees, staff, and stakeholders to execute projects and activities.
- Develop and update competition rules, adjudication guidelines, and training materials in line with international standards.
- Prepare annual programme plans, budgets, schedules, proposals, and reports.
- Select, test, and style award-winning recipes for publication in cookbooks.
- Identify and prepare participants for national and international culinary opportunities.
- Train and brief adjudicators, trainers, and committee members.
- Liaise with hotels, restaurants, caterers, and other partners to promote the use of Jamaican farm produce.
- Promote Jamaican culinary heritage, healthy eating, and economical meal planning through media and public forums.
- Assist awardees in developing cottage industries and micro-enterprises.
- Conduct Social Graces and Table Etiquette training for professionals.
- Coordinate hospitality services for the Commission and ensure compliance with food safety standards.
- Participate in international conferences and Food Festivals.
- Support JCDC national events and perform other related duties as assigned.



VACANCY ADVERTISEMENT (POSTS)

Minimum Qualifications & Experience

- Bachelor's Degree in Food Services Production and Management or related field with at least **three (3) years' experience, OR**
- Diploma in Teacher Training in Culinary Arts with **five (5) years' experience**
- Certification or demonstrable experience in Culinary Arts
- Proficiency in relevant computer applications
- **Valid Food Handler's Permit** required

Special Conditions Associated with the Job

- Required to travel island-wide
- May be required to work on weekends, public holidays, and nights
- Work may be conducted outdoors
- High-pressure environment with multiple simultaneous activities

Salary - \$ 4,266,270.00 - \$ 5,737,659.00 (per annum)

FINANCIAL ACCOUNTANT LEVEL 8, PAY BAND 8 - HEAD OFFICE

Under the directive of the Director of Finance and Compliance, the Financial Accountant's responsibility is to coordinate the effective and efficient operation of the Main Accounts Branch of the Commission by maintaining an effective and efficient standardized accounting system which is in keeping with the Financial Administration and Audit Act, coordinating and controlling the accurate and timely preparation of financial statements and reports, conducting comparative analyses of the Commission's financial data in order to assist management in the decision making process, participating in the development of operational plans for the Finance and Compliance Division ensuring that they are in keeping with the objectives of the Commission

Key Responsibilities

The Financial Accountant will be required to:

- Maintain accurate and complete accounting records and ensure timely preparation of monthly and annual financial reports.
- Direct and control expenditure and revenue collection in accordance with established guidelines.
- Supervise Cashier and Accounting Personnel, ensuring timely lodgments, accurate data entry, and proper reconciliation of receipt books.
- Oversee the Salaries Section to ensure accurate payroll processing, timely disbursement, and remittance of statutory deductions.
- Review, evaluate, and analyze financial statements, identify variances, and recommend corrective action.
- Reconcile all Balance Sheet accounts, including sub-module reconciliations where applicable.
- Provide statistical data and comparative analyses to support management decision-making.
- Participate in the development of the Commission's annual budget.
- Maintain and reconcile all bank accounts for the Commission.
- Serve as custodian of all cheques and monitor cheque usage.
- Liaise with internal and external stakeholders including the Ministry of Finance, Accountant General's Department, Auditor General's Department, financial institutions, and statutory bodies.



VACANCY ADVERTISEMENT (POSTS)

- Review accounting systems and recommend improvements to enhance efficiency and cost-effectiveness.
- Prepare monthly financial reports and maintain the accounting database.
- Check and verify clients' documents and perform other related duties as assigned.
- Support national events and activities of the JCDC as required.

Minimum Qualifications & Experience

- Bachelor's Degree in Accounting or Management Studies with Accountings or BBA Degree from an accredited University or;
- ACCA Level II **or**
- Asc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND
- Experience using SAGE
- At least **four (4) years' experience** at the professional accounting level, including supervisory experience
- OR any equivalent combination of education and experience

Salary - \$ 4,266,270.00 - \$ 5,737,659.00 (per annum)

PARISH MANAGER – PORTLAND (LEVEL 8) 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;
- 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;



VACANCY ADVERTISEMENT (POSTS)

- 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)

BUSINESS DEVELOPMENT OFFICER (LEVEL 7), HEAD OFFICE

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:

- Ensures the procurement of supplies and materials for the division;
- Assists with initiating meetings with relevant departments and staff to ascertain necessary information on cultural creative talents and interests;
- Assists with identifying emerging and outstanding talents for further development and promotion;
- Compiles and maintains a database/catalogue all goods and services offered by the Commission and ensures 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;
- Manages 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)



VACANCY ADVERTISEMENT (POSTS)

SUBJECT ADMINISTRATOR LEVEL 4, PAY BAND 4 – MUSIC - HEAD OFFICE

Under the directive of the Subject Specialist, the Subject Administrator's responsibility is to provide administrative and secretarial support services to the Subject Specialist and supervises the performances of summer workers and interns assigned to the Unit. These services are geared towards achieving overall efficiency and effectiveness of the Arts Development and Training Division in fulfilling the organization's mandate.

Core functions but are not limited to:

- Prepares programmes, marksheets and scoresheets for eliminations, roadshows, semi-finals and national finals competitions;
- Prepares registration forms and other documents for workshops;
- Prepares documents to various Government/Statutory Ministries, Agencies and Institutions for all programmes;
- Makes arrangement and attend site meetings;
- Assists in the production and execution of all programmes prepared by the Commission and other agencies;
- Makes appropriate arrangements for security from the Police Commissioner's Office and Private companies;
- Assists with the booking of performers;
- Prepares budgets for various events;
- Monitors attendance register and prepare monthly report;
- Answers queries from walk-in customers and via telephone calls;
- Prepares materials for workshops, seminars, and other activities as required;
- Queries efficiently dealt with or route to the appropriate officer for immediate action upon requested;
- Assists with the sorting of entries and provide support to adjudicators (by recording comments and tallying scores) at competitions;
- Registers participants and checks and verifies receipts for workshop;
- Assists with the mounting of Exhibitions;
- Assists with the preparation and typing of budgets;

Qualifications & Experience:

- Associate Degree or Diploma in Business Administration or Management Studies from a recognized institution;
- Four (4) CXC passes at the General Proficiency level to include English Language and Math or Accounts; (entry level to the service);
- Proficiency in the use of computer software applications such as MS Word, MS PowerPoint, MS Excel, MS Publisher and MS Internet;
- The appropriate Secretarial Seminar at Management Institute for National Development (MIND)/ Successful completion of the Certified Professional Secretary course;
- Four to five (4-5) years' experience.

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

Suitable applicants should submit application along with detailed resumes no later than **June 3, 2026** to:

**The Director – Human Resources Management Development & Administration
3 – 5 Phoenix Avenue
Kingston 10**

Email: careers@jcdc.gov.jm



**VACANCY
ADVERTISEMENT (POSTS)**

Please note that only shortlisted candidates will be contacted