



VACANCY ADVERTISEMENTS (8 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. PARISH MANAGER (LEVEL 8), ST. ELIZABETH PARISH OFFICE

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 are but 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;
- co-ordinating the procurement functions for the parish.

Qualifications & 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
- Proficient in the use of computer applications

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

2. SPEECH AND LITERARY ARTS DEVELOPMENT SPECIALIST (LEVEL 8) - HEAD OFFICE

Under the directive of the Director, Arts Development and Training, the Speech & Literary Arts Specialist's responsibility is to develop, promote, market, support, showcase, document, implement and manage these art forms concurrently – Speech and the Literary Arts. These are geared towards achieving overall efficiency and effectiveness of the Department in fulfilling the mandate of the organization.



VACANCY ADVERTISEMENTS (8 POSTS)

Core functions are but not limited to:

- conceptualizes, Plans and implements annual competition(s), exhibitions, workshops, seminars etc. simultaneously in Speech and the Literary Arts;
- organizes and collaborates with members of three Subject Committees, staff and other stakeholders to execute projects, events and activities and identifies and utilizes resources and opportunities to advance the goals of the Unit and the Commission;
- creates, compiles, monitors and updates as necessary, competition rules and regulations and adjudication guidelines and procedures of the three genres in keeping with trends and developments within the various fields and changing customer needs;
- conceptualizes, prepares, submits and implements individual annual programme plans, budgets and schedules in Speech and the Literary Arts;
- creates and submits individual programme and project proposals, implementation and/or funding for Speech and the Literary Arts;
- prepares and submits annual, monthly and project reports and monthly itineraries for Speech and the Literary Arts;
- schedules and attends meetings for planning, promotion, funding and other opportunities for Speech and the Literary Arts;
- monitors budgetary expenditure and the procurement of goods and services needed and assists with the follow-ups of payments to creditors for Speech and the Literary Arts;
- provides support, technical and professional skills and expertise in the production and staging of events and activities for Speech and the Literary Arts.

Qualifications & Experience:

- First Degree in a relevant area of study, Management/Administration, Education or other related fields. **OR**
- Diploma in Teacher Training in the Appropriate Subject Area,
- Proficiency in the use of computer software applications such as MS Word, MS PowerPoint, MS Excel, MS Publisher and MS Internet.
- Certification or experience in Event Management/Production is an asset
- Five (5) years' experience as a practicing artist, teacher, writer, historian etc. or paid and/or voluntary experience in Arts Management/Administration

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

3. 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.



VACANCY ADVERTISEMENTS (8 POSTS)

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)

4. INTERNAL AUDITOR (LEVEL 8) – HEAD OFFICE

Under the directives of the Manager, Audit, the Internal Auditor's responsibility is to ensure the economical, effective and efficient use of resources, through the examination of compliance with established policies, procedures, law and regulations.

Core functions include, but are not limited to:

- Conducting and/or assisting in operational, financial audits and special assignments to assess the adequacy, efficiency and effectiveness in achieving desired objectives and compliance with relevant laws, rules and regulations;
- Providing sufficient, reliable, relevant and useful information from an audit perspective to assist management as and when required;
- Identifying variances to policy guidelines and procedures and making recommendations to address anomalies;



VACANCY ADVERTISEMENTS (8 POSTS)

- Ensuring that working papers are accurate, properly prepared and submitted for review;
- Addressing any queries on working papers based on responses received;
- Preparing local queries on material/significant findings;
- Consolidating overall audit findings and preparing draft reports;
- Performing any other related duties that may be assigned from time to time.
- Assisting in responding to audit queries from external auditors
- Assisting in the preparation and submission of quarterly and annual performance reports for support staff.
- Assisting in the preparation and submission of audit reports to Executive Director.
- Identifying and reporting on lack of compliance with internal financial and operational standards.
- Preparing working papers as required.
- Developing and maintaining an internal audit manual.
- Actively participating in a **team** approach to resolving internal control issues with Directors and Managers

Qualifications & Experience:

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics **or**
- ACCA Fundamentals or equivalent **or**
- Qualification for entry level audit position **plus** at least two (2) year's auditing or accounting experience

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

5. USER SUPPORT OFFICER (LEVEL 6), HEAD OFFICE

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; assists with the upgrade from flat to hierarchical LAN; and provide multimedia and streaming support.

Core functions include, but are not limited to:

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



VACANCY ADVERTISEMENTS (8 POSTS)

Qualifications & Experience:

- 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)

6. PENSION AND INFORMATION OFFICER (LEVEL 4), HEAD OFFICE

Under the directive of the Human Resource Benefits Officer, the Pensions & Information Officer's responsibility is to ensure that all personnel files are managed and accessible. The incumbent is also responsible for pension administration within the Commission.

Core functions are but not limited to:

- ensures that the list of employees who are eligible for long service awards is prepared on a timely manner for submission;
- prepares and processes documents on PEPAS for retirement, refunds, etc.;
- provides advice and guidance to staff on pension, personnel and related matters;
- manages the updating of the service records for the employees;
- prepares the schedule of employees who are eligible for retirement and manages the preparation and submission of documents to the Pensions Unit;
- manages and maintains record keeping, storage and retrieval system for all personnel files;

Qualifications & Experience:

- Associate Degree in HR or related fields;
- Training in pensions administration and records management
- Training in PEPAS is mandatory;
- Knowledge of GOJ human resources and administration policies and procedures;
- Sound knowledge of records management;
- Sound knowledge of government pension administration;
- Proficiency in the use of computer software applications such as MS Word, MS PowerPoint, MS Excel, MS Publisher and MS Internet Explorer;
- Over three (3) years' experience in GOJ pension administration;

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

7. HANDYMAN (LEVEL 1), HEAD OFFICE

Under the directive of the Asset and Property Manager the Handyman's responsibility is to provide efficient and effective caretaking support to the daily operations of the Commission. The incumbent provides support to functions or events held by the Commission and also ensures that the buildings of the Commission are properly maintained in a professional and timely manner.

Core functions include, but are not limited to:

- conducts internal and external building checks to ascertain repair needs;
- assists with delivery of tables and chairs as per request;



VACANCY ADVERTISEMENTS (8 POSTS)

- assists with the setting up and pulling down of equipment and supplies at events;
- assists with the putting up of branding materials at events;
- conducts minor maintenance activities;
- assists with pickup and delivery of items;
- assists with minor building repairs;
- assists workmen and maintenance crews in accessing property for work;
- assists with the removal of office furniture and, equipment;
- assists with loading and unloading of goods delivered

Qualifications & Experience:

- Four (4) C.X.C. or G.C.E subjects at the general proficiency level at grade 1, 11 or 111 including English Language and Mathematics or Accounts;
- Certificate in Customer Service;
- Secondary Level Education;
- Minimum of three years working experience

Salary: \$ 969,653.00 - \$ 1,304,075.00 (per annum)

8. WATCHMAN (LEVEL 1), HEAD OFFICE

Under the directive of the Property and Asset Manager, the Watchman's responsibility is to ensure that the JCDC compounds are safe and secure life for all internal and external customers doing business.

Core functions include, but are not limited to:

- To ensure the safety of all staff and visitors
- To secure the premises.
- To ensure the correct parking of vehicle.
- Screen and direct guest on entering the compound.
- Make periodic checks around the premises
- Ensure that the equipment and lights are turned off
- To submit monthly and annual report on a timely basis.
- Walk the compound to ensure a safe environment
- Check to ensure the closure of all exits by 5:00 p.m.

Qualifications & Experience:

- Secondary level education
- Good oral and written communication skills
- Valid Police Record
- Over three (3) years' experience

Salary: \$ 969,653.00 - \$ 1,304,075.00 (per annum)



VACANCY ADVERTISEMENTS (8 POSTS)

Suitable applicants should submit application letters along with detailed resumes no later than **Wednesday, June 18, 2025** to:

The Director – Human Resources Management Development & Administration

Email: careers@jcdc.gov.jm

Please note that only short listed candidates will be acknowledged.