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29th June, 2018

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/be assigned to the following posts in the **Edna Manley College of the Visual and Performing Arts**:

1. **Curatorial Assistant (SOG/ST 4) – (Vacant)**, salary range \$971,737 – \$1,155,089 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3) – (Vacant)**, salary range \$887,418 – \$1,054,861 per annum and any allowance(s) attached to the post.
3. **Senior Library Assistant (PIDG/LA 2) – (Vacant)**, salary range \$750,379 – \$891,964 per annum and any allowance(s) attached to the post.
4. **Cashier (FMG/CS 2) – (Not Vacant)**, salary range \$647,190 – \$769,306 per annum and any allowance(s) attached to the post.
5. **Messenger (LMO/TS 2) – (Vacant)**, salary range \$9,030 – \$10,216 per week.

1. Curatorial Assistant (SOG/ST 4)

Job Purpose

Reporting to the Curator, CAG[e] Gallery, the incumbent is responsible for providing assistance and support in regards to the organizational aspects of mounting and dismantling exhibitions and ensuring that the related administrative duties are effectively carried out.

Key Responsibilities

- Collects and receipts work for exhibition;
- Enters data related to collected or loan works of art in the online database;
- Organizes procurement of supplies required for mounting exhibitions;
- Provides assistance and support to Curator in the organization of exhibition openings, lectures, artists talks;
- Prepares gallery guides (students) under Curatorial supervision;
- Researches and reports on works that are known to be in the EMCVPA art collection, but cannot be located;
- Ensures the day-to-day supervision and monitoring of exhibition during the prescribed times for opening;
- Acts as Research Assistant to the Curators;
- Supervises and signs timesheet for student workers assigned under the College Work and Study Programme;
- Performs any other duties pertinent to the operation of the CAG[e] or any other related duties that may be assigned.

Required knowledge, Skills and Competencies

- Knowledge of visual art practices
- Knowledge of Jamaican and Caribbean Art History, Culture and Current trends
- Proficient in the use of Microsoft Office applications

- Knowledge of database management especially as it relates to cataloguing of works of art
- Ability to exercise independent judgment in maintenance of the works of art
- Ability to work with a high degree of accuracy in the recording of information
- Must be able to handle multiple responsibilities
- Good analytical, planning and organizing skills
- Excellent interpersonal skills
- Excellent time management skills
- Excellent communication skills with College personnel, students and Registry while complying with confidentiality requirements
- Ability to work independently, co-operatively as a member of a team and to co-ordinate efforts and collaborate with a variety of individuals
- Ability to troubleshoot

Minimum Required Qualification and Experience

- Diploma or First Degree in Visual Arts or Art Education;
- Two (2) years' experience in a similar role.

Special Conditions Associated with the Job

- High level of concentration;
- Stooping, stretching, bending and lifting;
- May be required to walk the campus to the different office spaces to review/examine/change works of art on display in the offices;
- May be required to work in overalls, gloves and dust masks;
- Occasional irregular working hours during period of exhibitions or other assigned art-related projects.

2. Senior Secretary (OPS/SS 3)

Job Purpose

The incumbent is responsible for providing administrative and secretarial duties for the assigned Department in accordance with established office standards and procedures.

Key Responsibilities

- Researches information to compile Annual Report, Annual Budget and Procurement Plan;
- Manages and/or provides administrative support for special projects/events;
- Reviews of all documents ensuring up to date information consistent with current policies;
- Designs and prepares notices and bulletins internally;
- Attends meetings as arranged by the supervisor;
- Drafts responses to correspondence.

Required Knowledge, Skills and Competencies

- Ability to research and 'mine' for information/data
- Strong creative skills
- Ability to work on own initiative and must be flexible
- Very strong multitasking capabilities
- Highly professional with very strong work ethics
- Highly confidential and must be tactful
- Ability to work on pressure and remain professionally controlled
- Excellent 'people'/interpersonal, human relations and communication skills
- Good planning, time management, organizational, and innovative skills
- Highly competent and knowledgeable of Computer Applications e.g., Excel, MS Word, any other graphic programme
- Ability to create brochures, flyers and other communication/informational materials
- Ability to design/decorate small spaces (e.g. tent/room) for Departmental activities/functions

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four (4) to five (5) years' general office experience;
- OR**
- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four (4) to five (5) years' general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and four (4) to five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

3. Senior Library Assistant (PIDG/LA 2)

Job Purpose

Reporting to the Librarian 3, the incumbent is responsible for providing a range of technical Library activities and services consisting among other things, cataloguing, collecting and storing recorded or published material and other equipment and overseeing the use of the various equipment house in the Multimedia Library.

Key Responsibilities

- Inputs cataloguing information to the appropriate electronic system being used by the Library and prepares a list or catalogue of the cards;
- Maintains a detailed system of circulation controls for reserves, renewals, overdue and inter-library loans;
- Classifies and catalogues materials/equipment using the established standards, procedures and practices, for example, special materials such as CD-ROMs, interactive multimedia, computer software, other electronic and web resources, records, kits games other curriculum centre materials and archival materials.

Required Knowledge, Skills and Competencies

- Strong oral and written communication skills
- Excellent comprehension and interpretive skills
- Excellent interpersonal skills
- Excellent judgment skills

Minimum Required Qualification and Experience

- Certificate/Diploma – Library Technical Assistant (LTA);
- Five (5) CXC/GCE subjects including English Language and a numeric subject.

Special Condition Associated with the Job

- Required to work irregular hours and weekends.

4. Cashier (FMG/CS 2)

Job Purpose

The incumbent is responsible for the performance of a variety of cashiering functions which include accurately recording all the College's receipts and disbursements to produce cash flow related data on a timely basis.

Key Responsibilities

- Generates receipts and prepares daily receipt summary for submission to the Senior Accountant;
- Prepares all lodgments on a timely basis;
- Prepares weekly summary of lodgments for all bank accounts;
- Maintains Petty Cash Imprest;
- Disburses all cheques properly and timely;
- Files documents/correspondence/payment vouchers for the various accounts after cheques have been prepared, ensuring that all relevant supporting documents are attached;
- Posts transactions to the Accounting software.

Required Knowledge, Skills and Competencies

- Sound knowledge of general Accounting principles and practices
- Comprehensive knowledge of the rudiments of cashiering
- Working knowledge of relevant computer systems and applications e.g. Sage ACCPAC
- Good oral and written communication skills
- Ability to work with numbers
- Good Customer Service skills

Minimum Required Qualification and Experience

- Four (4) CXC/GCE subjects, including English and a numeric subject;
- Certificate in Accounting and in-service training course in Government Accounting and Voucher Preparation are assets.

5. Messenger (LMO/TS 2)

Job Purpose

The incumbent is responsible for ensuring the provision of timely general transportation and delivery services for the College and providing exceptional customer service to our clients.

Key Responsibilities

- Collects and delivers mail, salary deductions, other items of correspondence to various institutions;
- Conducts limited cash transactions on behalf of the College, which includes, encashment of "Cash" cheque or cheque drawn on person;
- Makes lodgments to banks as is required;
- Visits the Post Office daily as scheduled to mail and collect letters and packages;
- Maintains a dispatch log daily;
- Makes delivery on foot or utilizes public transportation in instances when the motorcycle is not in working condition.

Required Knowledge, Skills and Competencies

- Ability to pass background checks and drug test
- Sound knowledge of mechanical maintenance
- Basic knowledge of vehicle inspection and maintenance
- Sound knowledge of the Road Code and other road regulations
- Basic knowledge of defense driving/riding

- Good defence driving skills
- Excellent organizational and strong time management skills
- High degree of flexibility, excellent resourceful skills
- Good interpersonal, human relations and communication skills
- Excellent judgment and analytical skills and a keen eye for detail
- Strong customer service skills and customer focused
- Must possess a positive and professional attitude

Minimum Required Qualification and Experience

- Graduate Certificate at the Secondary level;
- A valid Driver's Licence;
- Relevant Licence for riding a motorcycle;
- Valid Police Record.

Applications accompanied by résumés should be submitted **no later than Thursday, 12th July, 2018 to:**

**Director, Human Resource Management and Development
Edna Manley College of the Visual and Performing Arts
1 Arthur Wint Drive
Kingston 5**

Email: recruitment@emc.edu.jm

Please note that only short listed 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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**