

**JAMAICA NATIONAL HERITAGE TRUST**  
Job Description & Specification

<b>JOB TITLE :</b>	<b>ARCHAEOLOGIST</b>		
<b>JOB CLASSIFICATION:</b>	<b>SOG /ST 6</b>	<b>JOB CODE:</b>	<b>NTC - 0127</b>
<b>DEPARTMENT:</b>	<b>Archaeology</b>		
<b>REPORTS TO:</b>	<b>Senior Archaeologist</b>		
<b>DIRECT SUPERVISION GIVEN TO:</b>	<b>Not Applicable</b>		

**CONTEXT**

<b>JOB PURPOSE</b>	<p>The Archaeologist of the Jamaica National Heritage Trust (JNHT) is responsible for examining archaeological and historic sites and objects in order to learn and understand about Jamaica's history and heritage. He or she participates in or supervises excavations, commonly called 'digs', as well as the associated recording, analyzing and interpreting of archaeological remains, all of which form part of an archaeologist's responsibilities.</p> <p>The JNHT's Archaeologist studies Jamaica's human history through the examination of excavated remains and artifacts which range from tools, pottery and buildings to animal bones and tiny organisms, enabling the archaeologist to understand things about Jamaica's past which would otherwise not be known.</p> <p>The incumbent also studies past human activity by excavating, dating and interpreting objects and sites of historical interest. He or she carries out excavation projects at historical sites and collect data that informs an understanding of Jamaica's past.</p>
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**AREAS OF RESPONSIBILITY**

<b>ACCOUNTABILITIES:</b>	<b>KEY ACTIVITIES</b>
<b>MANAGEMENT/ ADMINISTRATIVE RESPONSIBILITIES</b>	<b>Not Applicable</b>
<b>TECHNICAL &amp; PROFESSIONAL RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Survey sites using a variety of methods including field walking, geophysical surveys and aerial photography.</li> <li>• Work on field excavations or digs, usually as part of a team, using a range of digging equipment and techniques.</li> </ul>

	<ul style="list-style-type: none"> <li>• Supervise excavations including managing a team Archaeological Field Assistant: record sites using drawings, detailed notes and photography.</li> <li>• Use computer applications, such as computer-aided design (CAD) and geographical information systems (GIS) to record and interpret finds, sites and landscapes.</li> <li>• Use computers to produce simulations of the way a building, site or artifact would or could have looked.</li> <li>• Conduct research and desk-based assessments of sites.</li> <li>• Identify any potential archaeological impact and ensure that buildings, monuments and sites are protected and preserved.</li> <li>• Recording of archaeological remains, produce and publish excavation and site reports.</li> <li>• Design layout of publicity materials and publish articles about research, site interpretations or excavations.</li> <li>• Ensure that safety measures are followed by all Archaeology Assistants and Archaeological Field Assistant.</li> <li>• Assist with the supervision of equipment transportation and maintenance.</li> <li>• Ensures that the Archaeology Databases are updated.</li> <li>• Supervise direct reports in the recording of artefacts, ecofacts and archaeology features and contexts in situ and where necessary their safe removal and transportation to the lab.</li> <li>• Perform any other related duties which may be assigned from time to time by the Senior Archaeologist or Director Archaeology.</li> </ul>
<b>DEPARTMENTAL HUMAN RESOURCE RESPONSIBILITIES</b>	<b>Not Applicable</b>
<b>OTHER RESPONSIBILITIES</b>	<b>Not Applicable</b>
<b>KEY RESULT AREAS/OUTPUT</b>	<ul style="list-style-type: none"> <li>• Timely completion of all three phases of archaeology projects: field work, laboratory work and findings which can be released to the public.</li> <li>• Site studies, photographs and other images, artifacts, research findings and reports for each project and or site are prepared and delivered on time.</li> <li>• Projects are completed efficiently, within allocated budgets and timelines utilizing technically sound research methods and preservation procedures.</li> <li>• Assist with the supervision and maintenance of the Archaeology Database in accordance with acceptable standards.</li> </ul>

**MEASURES OF SUCCESS**



ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
PERFORMANCE MEASURES	<ul style="list-style-type: none"> <li>Excavations and field work projects are completed and delivered according to established standards and agreed timelines.</li> <li>Related research, site interpretations and documentations are up to date.</li> <li>Traditional and new methods and techniques have been applied in order to clarify and solve archaeological situations in accordance with established standards.</li> <li>Analyses and classifications are done according to established and agreed procedures.</li> </ul>

### COMPETENCIES

FUNCTIONAL	DEFINITION
REQUIRED SKILLS AND COMPETENCIES	<ul style="list-style-type: none"> <li>Excellent presentation, oral and written communication skills.</li> <li>Is analytical, precise and pays attention to details.</li> <li>Possess good map reading skills</li> <li>Able to work well with diverse groups.</li> <li>Has high ethical conduct and demonstrated integrity.</li> </ul>
REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION	<ul style="list-style-type: none"> <li>Proficiency in the relevant and varied software applications, hardware and hand tools.</li> <li>Knowledge of Jamaican history, heritage and related disciplines in archaeology.</li> <li>Knowledge of research methodology, collections management procedures and standards of practice.</li> <li>Knowledge of archaeological/anthropological and other relevant disciplines, theory, methods and procedures.</li> <li>Knowledge of archaeological/anthropological and other relevant discipline's theory, methods and procedures.</li> </ul>

### QUALIFICATION & EXPERIENCE

QUALIFICATIONS:	<ul style="list-style-type: none"> <li>A Graduate degree in a recognized area of specialization within the field of Archaeology from a recognized tertiary institution or equivalent. AND</li> <li>Two (2) years of experience in a similar capacity.</li> </ul>
EXPERIENCE REQUIREMENTS:	<ul style="list-style-type: none"> <li>Previous studies in historical subjects which assists in the interpretation of archaeological context, features and objects.</li> <li>Previous studies in historical subjects which assists in the interpretation of archaeological context, features and objects.</li> </ul>

	<ul style="list-style-type: none"> <li>• Training in project management.</li> </ul>
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<b>SPECIAL CONDITION ASSOCIATED WITH THE JOB</b>	<p>This position requires working outdoors across Jamaica, travelling to remote areas with extensive interaction with the local population.</p> <p>There can be adverse working conditions and or working under rugged, dangerous and hazardous conditions with high pressure especially when deadlines are to be met.</p> <p>Extended working hours are expected once it relates to fieldwork. The incumbent may be required to work on public holidays which are related to Jamaica's history.</p>
<b>AUTHORITY TO:</b>	<b>Not Applicable</b>

### COMMUNICATION

<b>LIAISE INTERNALLY</b>	
A Senior Archaeologist (Team Leader) & Deputy Director Archaeology.	Receive instructions from, report to and make recommendations.
Other Directors & Department Heads,	Receive and send reports, inform, consult with, inform and meet with.

<b>LIAISE EXTERNALLY</b>	<b>PURPOSE OF COMMUNICATION</b>
The Institute of Jamaica (I.O.J.)	As requested