

Jamaica National Heritage Trust - Vacancies

Job Purpose

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 post in the **Jamaica National Heritage Trust (JNHT)**.

1. **Senior Archaeologist (SOG/ST 7) – (Vacant)**, salary range \$1,857,817 – 2,208,360 p.a. and any allowance(s) attached to the post.

Job Summary

The Senior Archaeologist has responsibility for the qualitative and quantitative study of all artifacts recovered during field projects in a systematic manner to determine their relevance and significance to the archaeological landscape and surrounding environment in order to create the basis for cultural resource management decisions and strategic planning.

Key Responsibilities

Management/Administration:

- Provide leadership to direct reports through monitoring related projects, programmes and management of output;
- Manages and coordinates activities within the Department ensuring that deadlines, goals and objectives are being adhered to;
- Prepares budget projections for field projects;
- Identifies and locates suitable living accommodation while in the field;
- Ensure that safety regulations are adhered to on field projects;
- Manages and maintains the Sites and Monuments Record database, ensuring that records are up-to-date;
- Prepares reports on Appraisals, Desktop Assessments, Evaluations, Archaeological Research, and consultant/contractor site meetings;
- Conducts lectures, archaeological tours and talks to schools, officials and interest groups;
- Conducts periodic assessment of equipment, tools and supplies to ensure greater efficiency;
- Keeps abreast of the latest developments within the industry.

Technical/Professional:

- Provide guidance, support and supervision to Archaeological Field Projects Island wide whilst applying sound field assessment techniques to ensure that projects are carried out in keeping with the relevant Preservation Act and international regulatory guidelines;
- Analyze archaeological/historic contents and associated material and prepare the necessary assessment reports;
- Evaluate the impact of proposed development on archaeological resources and prepare the requisite reports needed to inform the way forward;
- Conduct archaeological research required for assessments, addressing environmental, historical and archaeological data including textual materials, maps and GIS data;
- Implementation and maintenance of an archaeological inventory, evaluation, and data recovery system;
- Make recommendations for the draft of specifications for each site evaluation and research project;
- Manages and coordinates archaeological field operations/projects in accordance with the prescribed policies, procedures and industry standards;
- Uses Geographic Information System to gather, analyze, manage and store spatial data of sites;
- Conducts Archaeological Impact Assessment (AIA) and Sustainable Development studies for cultural resource management and strategic planning as required, providing recommendations for actions to be taken in accordance with the mandate of the Trust;
- Monitors sites and areas undergoing developmental construction or archaeological research ensuring that appropriate policies and procedures are being adhered to.

Human Resource:

Lead and manage the Human Resource functions of the Unit to achieve the strategic objectives by:

- Developing and managing the performance of direct reports with particular emphasis on transferable skills, motivation of staff, setting of performance targets, monitors performance, provides feedback and recommends training;
- Ensuring that staff is aware of and adhere to the JNHT's policies, procedures and regulations;
- Ensuring that staff members have adequate physical resources to carry out their duties in an efficient manner;
- Providing leadership and guidance to staff through effective planning, delegation, communication, mentoring and coaching;
- Conducting periodic Performance reviews in accordance with work plans and recommend training and other development programmes for immediate reports, where necessary;
- Ensuring staff are effectively utilized to achieve departmental objectives and enhance their professional and/or personal development;
- Conducting regular meetings with staff to exchange information and provide ongoing support and problem resolution;
- Maintaining an effective working relationship with external and internal stakeholders and ensure that the Unit provides a consistently high level of service.

Required Skills and Competences

1. Strong leadership and management skills;
2. Excellent oral and written communication and presentation skills;
3. Excellent planning, problem solving, negotiating, analytical and decision making skills;
4. Ability to develop an environment that fosters employees' development and empowerment;
5. Ability to consistently demonstrate integrity and sound business ethics in the execution of duties.

Minimum Required Qualification and Experience

- A Postgraduate degree within the field of archaeology from a recognized tertiary institution or equivalent;
- Training in project management;
- Two (2) years experience in a senior capacity in a Cultural, Heritage or Environmental organization or at least 5 years experience working as an Archaeologist;
- Knowledge and experience in using GIS and Geophysical Technology would be an asset.

2. **Laboratory Assistant (SOG/ST 2) – (Vacant)**, salary range \$656,195 – \$780,010 p.a.

Job Purpose

The Laboratory Assistant will have responsibility for offering support services to the laboratory staff through the maintenance of the various apparatus used in the lab, assist in the operation of a range of equipment utilized in the laboratory whilst maintaining accurate logs and record books.

Key Responsibilities

- Maintain the conservation laboratory through the washing, cleaning and dusting of cupboards, work surfaces and regular cleaning of the chemical store room;
- Maintain glassware by picking-up, cleaning, washing, sterilizing, and distributing accordingly;
- Keep an accurate inventory of all glassware within the laboratory and keeping a reorder level in order to prevent stock-out;
- Ensure that all equipment are being operated only by authorized personnel and in keeping with the operating instructions; carry out preventive maintenance and call for repair assistance when needed;
- Prepare conservation materials by retrieving/returning chemicals from the store room and mix chemicals to the specifications of the Conservator or designate;
- Document information by maintaining daily logs and equipment record books for submission to the Conservator or designate;
- Ensure that safety and security standards are maintained and adhered to.

Required Skills and Competences

- Is analytical, precise and pays attention to details;
- Has high ethical conduct and demonstrated integrity;

Minimum Required Qualification and Experience

- Six (6) G.C.E Ordinary Level or CXC passes including: English Language, Chemistry, Physics and Biology;
- Two (2) years of experience in a similar capacity.

Special Condition Associated with the Job

- This position requires working in a laboratory which means being exposed to various types of chemicals;
- The incumbent has to maintain safety and security standards with respect to the maintenance of temperature of organic solvents;
- Might be required to work beyond normal working hours.

3. **Security Officer (PTSG/PX 1) – (Vacant)**, salary range \$594,593 – \$672,728 p.a.

Job Purpose

The Security Officer under the supervision of the Administrator is responsible for maintaining a safe and secure environment for employees, stakeholders and visitors to the Jamaica National Heritage Trust's (JNHT) Headquarters House by implementing relevant safety procedures and monitoring the flow of personnel and visitors to the premises.

Key Responsibilities

- Secure premises and personnel by recording the entry and exit of all persons and or equipment, patrol the property and inspect access points which permit entry and exit;
- Call the Police and or Fire Department in cases of emergency such as a fire or the presence of unauthorized persons;
- Prevent losses and damage by reporting irregularities; informing violators of policy and procedures and restraining any trespassers;
- Prepare reports on any irregularities such as equipment or property damage, theft, the presence of unauthorized persons or unusual occurrences;
- Warn persons of rule infractions or any violations apprehend and evict violators from the premises;
- Answer telephone calls to take messages, answer questions and provide information during non-business hours or when the switchboard is closed.

Required Skills and Competences

- Good oral and written communication skills;
- High ethical conduct and integrity with customer service orientation.

Minimum Required Qualification and Experience

- Four (4) C.X.C. OR G.C.E. Ordinary Level passes including English Language and a numeric subject. AND
- Two years of related experience.

Special Condition Associated with the Job

- Will be required to work in open spaces;
- Will be required to work beyond normal working hours and on weekends;
- Required to work on a shift basis.

4. **Cashier (FMG/CS 1) – (Vacant)**, assigned to Seville Heritage Park and Great House in St. Ann salary range \$568,434 – \$675,690 p.a.

Job Purpose

The incumbent is primarily responsible for the collection of monies from visitors to the Seville Heritage Park and Great House as well as conducting guided tours for visitors on a daily basis.

Key Responsibilities

- Check off and prepare the relevant documentation for lodgement of monies collected for submission to the Administrative Officer for verification at the end of each day;

- Assist in conducting guided tours, providing historic information for visitors and responding to questions that arise;
- Conduct on-going research for new facts on the property;
- Compose songs, poems and plays about the Seville property for educational purposes;
- Conducts continuing research on the cultural diversity of groups that visit the property for a meaningful understanding of guests;
- Assist the Manager with the planning and implementation of special events;
- Participate in and assist in organizing cultural activities staged on the Seville property;
- Conduct tours in a respectful, professional and engaging manner;
- Display attentiveness to the cultural differences, needs, queries and overall comfort levels of various groups;
- Ensure equipment for the audiovisual presentation room is ready at all times for presentations to visitors;
- Monitor on a daily basis the surroundings, ensuring that they are kept clean and presentable for visitors', report any concerns to the Manager;
- Monitor the interpretative exhibition area and ensures presentation is accessible and customer friendly.

Required Skills and Competences

- Excellent interpersonal and intrapersonal skills;
- Excellent verbal and written communications skills;
- Able to apply good judgement, exercise initiative and cope well under pressure;
- Excellent customer service skills;
- Good time management skills.

Minimum Required Qualification and Experience

- Four (4) CXC subjects inclusive of English Language and History at the general proficiency level;
- A good appreciation of heritage information would be an asset;
- Certification in Customer Service;
- One (1) year related working experience.

5. **Messenger (LMO/TS 1) – (Vacant)**, salary range \$447,876 – \$506,740 p.a.

Job Purpose

Under the direct supervision of the Administrator, the Messenger has primary responsibility for collecting and delivering of mails and office documents on behalf of the Jamaica National Heritage Trust.

Key Responsibilities

- Deliver all local mail and correspondences including Board papers;
- Make bill payments at various bill payment agencies as well as deliver statutory deduction payments as required;
- Collect from the Post Office, Ministries, Departments and Agencies all mail and correspondences as instructed by the supervising officer;
- Collect and deliver letters and documents on behalf of the organization as requested;
- Conduct routine motor bike checks to ensure motor bike is road worthy at all times; motor bike is serviced, licensed and fitness and insurance certificates renewed;
- Document, record and maintain log of documents, mail, and correspondence received and delivered;
- Deliver cheque payments for utilities, statutory and staff deductions and services rate as requested;
- Collect statements, lodgment slips, advices and lodgment bags from banks daily or as instructed;
- Log all mail returned to the JNHT at the end of day and record any challenges which affected the process;
- Utilize the JNHT & GOJ policies and procedures to report accidents and any other incidents involving the assigned motor bike.

Required Skills and Competences

- Good oral and written communication skills;
- Good interpersonal and organizing skills;

- High ethical conduct and integrity with strong customer orientation.

Minimum Required Qualification and Experience

- Four (4) C.X.C. OR G.C.E. Ordinary Level passes including English Language and Mathematics;
- A valid motorbike License;
- Two (2) years accident free riding experience.

6. **Conservation Officer 2 (SOG/ST 6) – (Vacant)**, salary range \$1,458,266 – \$1,733,420 p.a. and any allowance(s) attached to the post.

JOB SUMMARY

The Conservation Officer 2 will have responsibility for the conservation of movable objects unearthed during archaeological digs; which will include the proper packaging, transporting, handling, removal of corrosion and the stabilization of the object whilst adhering to best practices in conservation methods.

Key Responsibilities

- Conduct required conservation processes according to established protocols;
- Assist with field excavations or digs utilizing a range of digging equipment and retrieval techniques;
- Create appropriate crates and other packages to ensure that all artifacts are properly protected during handling and transportation;
- Ensure that all artifacts entering and leaving the Conservation Department are appropriately logged;
- Implement appropriate monitoring measures to ensure that artifacts are properly labelled and may be easily located at any given point in time;
- Ensure that all conservation reports and conservation cards are filed appropriately for easy retrieval;
- Ensure all conservation records are updated on an ongoing basis;
- Carry out the proper conservation of objects using the appropriate conservation chemicals and apparatus;
- Provide advice on the conservation of archaeological remains and prepare the relevant reports as required;
- Assist with written material to be used in educational expos and presentations;
- Document all conservation actions taken including photography of artifacts (before, during and after conservation treatment), x-rays, drawings, preparing condition report sheets and conservation cards;
- Carry out scientific research in conservation methods to ensure that there is adherence to world standards and that the organization is always on the cutting edge with latest technologies being utilized; whilst ensuring that the methods are appropriate for use in a tropical climate;
- Carry out the appropriate analytical tests to assess conservation progress on moveable artifacts, in the conservation laboratory, in storage and on exhibition;
- Perform conservation assessments on storage sites and JNHT exhibitions as well as those requested by private collectors and prepare related reports in a timely manner.

Required Skills and Competences

- Excellent oral and written communication skills;
- Excellent analytical skills;
- Has high ethical conduct and demonstrated integrity;
- Knowledge of Jamaican history and heritage and related disciplines in archaeology;
- Knowledge of conservation procedures and standards;
- Knowledge of analytical techniques used in conservation.

Minimum Required Qualification and Experience

- A Graduate Degree in Conservation OR any related Sciences from a recognized tertiary institution;
- Three (3) years experience in a similar capacity.

7. **Conservation Officer 1 (SOG/ST 5) – (Vacant)**, salary range \$1,164,662 – \$1,384,417 p.a.

Job Purpose

The Conservation Officer 1 is responsible for providing technical assistance and support in the conservation processes, through the application of conservation practices in keeping with established guidelines of artifacts such as metals, wood, stone, bone, pottery and glass which have been appropriately removed from digs.

Key Responsibilities

- Assist in conserving artifacts such as metals, wood, stone, bone, pottery and glass which have been appropriately removed from digs;
- Assist in the assessment of the varied artifacts, material types and corrosion products recovered from digs to determine any treatment required depending on their state and condition;
- Complete conservation cards to ensure that each stage of the various processes applied to each artifact is accurately documented;
- Assist in the conservation assessment of artifacts in storage and on exhibition;
- Assist in condition reporting on artifacts at the various stages as well as purpose;
- Assist in preparing condition reports and conservation assessment reports in a timely manner;
- Register all artifacts entering the Conservation Unit and log them out accordingly when they are being removed;
- File all completed conservation cards and condition reports in their appropriate places;
- Reconstruct artifacts as close as possible to their original form using the conservation prescribed chemicals and adhesives in order to consolidate and support the pieces;
- Leave artifacts to dry, create a card for each one listing the entire process, affix the date and sign each card;
- Accompany the dig teams on field trips as requested as well as participate in scuba diving and underwater excavations;
- Assist the project team as instructed, attend and participate in group and project meetings.

Required Skills and Competences

- Is analytical, precise and pays attention to details;
- Has high ethical conduct and demonstrated integrity.

Minimum Required Qualification and Experience

- An Undergraduate Degree in Conservation, Natural Sciences (including Physics and Chemistry) or any related field from a recognized tertiary institution;
- Two (2) years working experience in a similar capacity.

Special Condition Associated with the Job

- This position requires working in a laboratory which means being exposed to various types of chemicals;
- Required to work outdoors;
- Extended working hours can be expected.

8. **Assistant Artifacts Officer (SOG/ST 4) – (Vacant)**, salary range \$971,737 – \$1,155,089 p.a.

Job Summary

Provide assistance with archaeological field work by participating in conducting surveys and excavations of archaeological sites, preparation for archaeological evaluation by cleaning and establishing the appropriate grid system over the expanse of the site to be excavated.

Key Responsibilities

- Assist in the preparation and undertaking of archaeological field excavations or digs as part of a team;
- Assist with the recovery of artefacts in the field as well as the cleaning and preliminary classification of the artefacts;
- Enter data into Archaeology Database / Inventory;
- Assist in archival research and the gathering of basic data from maps;

- Assist in cleaning and bagging finds and also in the crating of artefacts;
- Packing of the necessary equipment and stationary needed in the collection of artifacts in the Field;
- Assist with maintenance of the Artifacts storage areas.

Required Skills & Competencies

- Good oral and written communication skills;
- Is precise and pays attention to details;
- Able to work well with diverse groups and as part of a team;
- Has high ethical conduct and demonstrated integrity.

Minimum Required Education And Experience

- Four (4) G.C.E or C.X.C passes, or equivalent, including English Language, History and Mathematics or equivalent. AND two (2) CAPE or G.C.E. A level passes including History and or Geography;
- A knowledge of Jamaican history and interest in the varied aspects of Jamaican culture;
- Knowledge and experience in using GIS and Geophysical Technology would be an asset.

Special Conditions Associated with the Job

- This position requires working outdoors across Jamaica, travelling to remote areas with extensive interaction with the local population;
- There can be adverse working conditions and or working under rugged, dangerous and hazardous conditions;
- Might be required to work beyond normal working hours and on public holidays.

9. **Assistant Archaeologist (SOG/ST 5) – (Vacant)**, salary range \$1,164,662 – \$1,384,417 p.a. and any allowance(s) attached to the post.

Job Purpose

The Assistant Archaeologist has responsibility for conducting archaeological field work which includes and is not limited to conducting surveys and excavations; conducting archaeological archival and field research as well as providing project support and the undertaking of heritage surveys.

Key Responsibilities:

- Assist with the preparation, organizing and undertaking of archaeological site surveys;
- Participate in archaeological field excavations and digs;
- Assist with the capturing of important details relevant to the preparation of archaeological field reports through photography, recordings and note taking;
- Assist with the drafting and proofing of archaeological reports;
- Use computer applications, such as computer-aided design (CAD) and geographical information systems (GIS) to record finds, sites and landscapes;
- Assist with the use of computers to produce simulations of the way a building, site or artifact would or could have looked;
- Assist with the proper recording of artifacts and features in situ and the proper removal and transportation of artifacts to the laboratory for analysis.

Required Skills & Competencies

- Good presentation, oral and written communication skills;
- Excellent analytical skills;
- Pays attention to details;
- The ability to work well with diverse groups and as part of a team;
- Has high ethical conduct and demonstrated integrity.

Minimum Required Education And Experience

- An Associate Degree in Archaeological studies or Cultural Resource Management from a recognized tertiary institution or equivalent;
- Two (2) years experience in a similar capacity;

- Formal training in the use GIS and Geophysical Technology.

Special Conditions Associated With The Job

- This position requires working outdoors across Jamaica, travelling to remote areas with extensive interaction with the local population;
- 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;
- Might be required to work beyond normal working hours and on public holidays.

10. **Driver (LMO/DR 1) – (Vacant)**, salary range \$511,888 – \$608,140 p.a.

Job Purpose

Under the direct supervision of the Administrator, the Driver has primary responsibility for Collecting, delivering and distributing mail, office documents, supplies, equipment and transportation of JNHT's personnel to facilitate the efficient operations of the organization.

Key Responsibility

Technical/Professional:

- Perform daily routine checks of vehicle to ensure optimum performance;
- Report as necessary any concerns about the assigned vehicle;
- Transport employees of the JNHT to and from official duties as directed, in accordance with pre-determined schedules and in a professional manner;
- Ensures that the vehicle is kept clean and tidy at all times;
- Transport and deliver mail, documents and reports as requested in a timely manner and ensure that they are appropriately signed for on delivery;
- Ensures the safety and security of the vehicle and its contents at all times;
- Ensure that documented records and log books are accurate and updated on a daily basis in order to accurately account for petrol usage, oil usage and miles recorded;
- Utilize the JNHT & GOJ policies and procedures to report accidents and any other incidents involving the assigned motor vehicle;
- Manage the maintenance of any assigned vehicle in accordance with the agreed maintenance schedule;
- Assist with moving and or relocating records and or equipment as requested;
- Assist with the preparations for special events and functions of the JNHT as requested;
- Responsible for the safety of passengers and any assigned vehicle at all times.

Required Skills and Competences

- Good oral and written communication skills;
- Good interpersonal and organizing skills;
- High ethical conduct and integrity with strong customer orientation;
- Should be able to pass a written entrance test.

Minimum Required Qualification and Experience

- Four (4) C.X.C. OR G.C.E. Ordinary Level passes including English Language and Mathematics;
- A valid motor vehicle Driver's License – General;
- Five (5) years accident free driving experience.

11. **Watchman (LMO/TS 2) – (Vacant)**, salary range \$469,560 – \$531,232 p.a.

Job Purpose

The Watchman under the supervision of the administrative Officer is responsible for maintaining a safe and secure environment for employees, stakeholders and visitors to Fort Charles by observing and adhering to relevant safety procedures and monitoring the flow of personnel and visitors to the premises.

Key Responsibilities

- Secure premises and personnel by recording the entry and exit of all persons and or equipment, patrol the property and inspect access points which permit entry and exit;
- Call the Police and or Fire Department in cases of emergency such as a fire or the presence of unauthorized persons;
- Prevent losses and damage by reporting irregularities; informing violators of policy and procedures and restraining any trespassers;
- Prepare reports on any irregularities such as equipment or property damage, theft, the presence of unauthorized persons or unusual occurrences;
- Warn persons of rule infractions or any violations apprehend and evict violators from the premises;
- Answer telephone calls to take messages, answer questions and provide information as required.

Required Skills and Competences

- Good oral and written communication skills;
- Excellent customer service skills;
- High ethical conduct and integrity.

Minimum Required Qualification and Experience

- Four (4) C.X.C. OR G.C.E. Ordinary Level passes including English Language and a numeric subject;
- Two years of related experience.

Special Condition Associated with the Job

- Will be required to work in open spaces;
- Will be required to work beyond normal working hours and on weekends;
- Required to work on a shift basis.

Applications accompanied by resumes should be submitted **no later than Friday, March 29, 2019 to:**

**Human Resource Development & Management Department
Jamaica National Heritage Trust
79 Duke Street
Kingston**

Email: hr@jnht.com

The subject line must include the post you are interested in applying for.

The Jamaica National Heritage Trust thanks you for your interest in the advertised positions however, only short listed applicants will be contacted.