



JOB VACANCY

REGIONAL MANAGER

Western (GMG/SEG 2) Pay Band 8

Applicants are invited to fill the post of Regional Manager-Western. The incumbent has the responsibility to ensure that effective supervision and coordination of work is undertaken in the assigned parishes with particular emphasis on field services inclusive of the development of the Jamaica 4-H Clubs in the Western Region.

KEY DUTIES AND RESPONSIBILITIES

Management/administrative responsibilities

- Provides information and technical advice to the Director, Field Services and Executive Director on matters related to field services and entrepreneurship development
- Prepares the annual operational plan for his/her area of responsibility
- Prepares the annual programme budget and related cost plan
- Prepares and submits to the Director, Field Services periodic performance reports on his/her area of responsibility
- Promotes and facilitates inter-agency collaboration in his/her designated area with a view to sharing resources and reducing operational costs
- Maintains records on all aspects of his/her work

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Bachelors Degree in Social Work, Rural Sociology or any related discipline; **PLUS**
- Three (3) years related experience at an administrative level

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Required to work outside of normal working hours on a regular basis

Applications accompanied by Résumés should be submitted to the Director, Human Resource and Administration, Jamaica 4-H Clubs, 95 Old Hope Road, Kingston 6 or email to hradmin@jamaica4hclubs.com no later than Monday, May 19, 2025.

Please note that only shortlisted candidates will be contacted