

## VACANCY NOTICE - DIRECTOR, INSTITUTE FOR SOCIAL AND CULTURAL RESEARCH (ISCR)

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| Position Title: Director  | Direct Supervisor: President        |
| Division: Institute for Social and Cultural Research                      | Secondary Supervisor: Administrator |
| Management Level: L2 - Senior Management                                  | Last Revision: December 2017        |
| Replacement/Stand-in: Director of NICH/<br>Associate Director of the ISCR | Duty Station: Belmopan City         |

The Director of the Institute for Social and Cultural Research is the principal business leader of ISCR and has the overall responsibility to ensure that the objectives and functions for which this division was established are translated into sustainable programmatic activities. S/he is responsible for the effective and efficient management of its strategic, financial, programmatic, and administrative operations. Additionally, s/he works in close collaboration with the Executive Management and Directors of the other divisions of NICH to achieve the overall mission and strategic objectives of the institution.

### MAIN FUNCTION:

- To provide effective leadership and oversight in the efficient management of the Institute for Social and Cultural Research.
- Extensive travel, both in country and internationally, is necessary for the fulfilment of duties.

### PRIMARY DELIVERABLES:

1. Ensure the sustainable development of programmes and activities that fulfil the objectives and functions of the division;
2. Produce an annual work plan and budget for the division's programmes and activities and ensure that these are in alignment with the institution's strategic focus;
3. Assume accountability for all financial and material resources received and disbursed through this division;
4. Identify and pursue opportunities to secure other sources of funding and/or other forms of support for ISCR programmes and activities, i.e. grant proposals, stakeholder partnerships, etc.;
5. Monitor and assess the financial and social impact of programmes and activities carried out through this division;
6. Ensure that the day-to-day programmatic and administrative work of the division are carried out in the most resourceful manner;
7. Ensure that all ISCR staff adheres to the institution's policies and are held accountable for non-compliance;
8. Provide the necessary leadership for dynamic staff relations and implementation of ISCR's programme of work;
9. Identify and participate in the recruitment of the best qualified candidates for positions within the division;

10. Provide guidance and support to all Committees collaborating or partnered with ISCR;
11. Establish and maintain relationships with relevant creative and performing arts organisations nationally, regionally and internationally;
12. Represent the division as needed, nationally and internationally;
13. Assist in the implementation of strategic activities in NICH and ISCR's programmes, as necessary;
14. Ensure that the President and Administrator are kept abreast of developments in the division in a timely and adequate manner;
15. Participate effectively in bi-weekly Management Meetings by providing meaningful updates on ISCR's programmes and activities and other management related issues;
16. Ensure that ISCR collaborates effectively with all NICH divisions and departments, including its Executive Management, Management and Technical Teams;
17. Perform other duties assigned from time to time for the purpose of ensuring the efficient and effective management of the division and the institution.

#### EDUCATION AND SKILLS:

- Master's Degree or Equivalent Experience in an appropriate field, preferably in the Anthropology or cultural studies and/or management;
- At least 5 years' experience working in a managerial position;
- Awareness of and appreciation for the promotion and preservation for cultural expressions and heritage;
- Awareness of the political, economic and social issues affecting the arts and cultural sectors;
- Excellent analytical, documentation and communication skills;
- Demonstrable range of competencies in planning, programme coordination, monitoring and evaluation;
- Proven organisational administrative and financial management skills;
- Ability to work well with diverse personalities, especially with those in the cultural community;
- Fluency in English and Spanish;
- Computer Literate.

#### **Compensation**

Commensurate with the level of qualification and experience.

#### **Application Submission**

Interested persons are required to submit their application electronically or delivered to the address below. Application package should include a letter of interest, Curriculum Vitae, two (2) recommendation letters, supporting documentation of qualifications and experience, copy of a valid social security card, police record, and proof of Covid-19 vaccination. The deadline to submit application is December 23, 2022.

- ❖ Email in PDF format to [hr@nichbelize.org](mailto:hr@nichbelize.org)
- ❖ Address:  
President  
National Institute of Culture and History  
Dr. Dame Minita Gordon Drive  
Belize City, Belize