



The Caribbean Christian Centre for the Deaf (CCCD)
A Charitable Organisation for Deaf empowerment

Invites suitably qualified persons to apply for the following post

Property Manager

Montego Bay Campus

Granville, ST. JAMES

The incumbent is required to carry out the following duties and responsibilities:

Campus Management and Safety	Ensures safety of campus facilities, maintains records, develops and updates monitoring systems, conducts regular business planning, checks food inventory, and restocks supplies.
Finance, Funding, and Planning	Maintains a budget and accountability with finances, pursues grant opportunities for business initiatives, actively contributes to financial stewardship of resources and prepares financial reports consistently.
Compliance	Ensures national and organisational policy adherence overseas workplace risks and places management measures and maintains operational records.
Human Resource & Volunteer Management	Oversees the personnel and volunteer management system, conducts regular staff and team meetings, and manages staff development activities.
Administrative Tasks	Actively participates in organisational and campus development, performs general administrative tasks, ensures timely communication, represents CCCD at different functions and updates reflective logs.

Interested candidates must possess the following eligibility criteria to apply:

1. Any Bible-believing Christian with a commitment to our mission and agreement with our Statement of Faith found on our website at www.cccdjamaica.org, and Code of Ethics;
2. Persons with good English language and communication skills;
3. Persons with a minimum of Level 2 in Jamaican Sign Language (JSL) and the intention to acquire and/or to improve their JSL skills on the job;
4. Suitable qualifications and experience in the specific areas of specialization for the post advertised.

If you have what we are looking for, apply immediately with the submission of your resume and a cover letter via email to:

The Human Resource Department
Caribbean Christian Centre for the Deaf
 4 Cassia Park Road
 Kingston 10
 Email: jaadmin@ccdjamaica.org

We will consider all suitable applications; however, only shortlisted candidates will be contacted for interview.

Dated: October 21, 2020