



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 67**

**OSC Ref. C. 5851<sup>19</sup>**

**17<sup>th</sup> February, 2022**

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/assigned to the following posts in the **National Library of Jamaica**:

1. **Librarian 3 (PIDG/LB 3) – (Vacant)**, salary range \$1,504,491 - \$1,788,367 per annum and any allowance(s) attached to the post.
2. **Senior Final Accountant (FMG/PA 1) – (Not Vacant)**, salary range \$1,395,541 - \$1,861,159 per annum and any allowance(s) attached to the post.
3. **Archivist (PIDG/AR 4) – (Vacant)**, salary range \$1,254,116 - \$1,490,750 per annum and any allowance(s) attached to the post.
4. **Web and Graphics Designer (MIS/IT 3) – (Not Vacant)**, salary range \$1,147,933 - \$1,364,532 per annum and any allowance(s) attached to the post.
5. **Senior Secretary (OPS/SS 3) – (Vacant)**, salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post.

### **1. Librarian 3 (PIDG/LB 3)**

#### **Job Purpose**

Under the direction of the Manager, Cataloguing & Classification, the incumbent catalogues Legal Deposit Monographs, serials and articles as well as manages the serials collection and administers ISSN Activities.

#### **Key Responsibilities**

- Performs original and copy cataloging of all formats of Library resources to facilitate their identification, access, and use;
- Produces and maintains quality bibliographic records through strong knowledge and application of international and local standards such as RDA, MARC 21, LCSH, and Dewey Decimal Classification;
- Downloads, edits and upgrades MARC records from bibliographic utilities in NLJ databases
- Inputs details about new material into NLJ Databases;
- Assists in the creation and maintenance of Standardized Authority Records in the database to improve resource access.

#### **Required Knowledge, Skills and Competencies**

##### **Core Competencies**

- Good oral and written communication
- Customer and quality focus
- Teamwork and co-operation

##### **Technical Competencies**

- Excellent knowledge of Cataloguing and Classification
- Good research and reference skills
- Knowledgeable about Preservation and Conservation practices
- Sound knowledge of Data management
- Sound Knowledge of Information Communication Technology

### **Minimum Required Qualification and Experience**

- Bachelor of Arts Degree in Librarianship or equivalent field from an accredited tertiary institution.
- At least two (2) years working experience as a Cataloguer.

### **Special Conditions Associated with the Job**

- May be required to work outside of normal working hours
- Dusty environment

## **2. Senior Final Accountant (FMG/PA 1)**

### **Job Purpose**

Under the direction of the Director, Finance and Accounts, the incumbent certifies all payments and receipts and produces timely returns, Reconciliations, Financial Reports and schedules.

### **Key Responsibilities**

#### **Technical/Functional**

- Maintains Cash Book by:
  - ✓ Checking Payment Vouchers and related documents
  - ✓ Posting receipts and payments
  - ✓ Preparing correcting Journal Vouchers
  - ✓ Ensuring that stale dated cheques and cancellations are accounted for
  - ✓ Recording bank charges, debit and credit advice
- Facilitates payroll functions by:
  - ✓ Preparing controls and checks payrolls
  - ✓ Performing closing out procedures
  - ✓ Posting journals
  - ✓ Verifying forms and letters (Family Benefits, NIS, NHT, T23)
- Prepares Bank Reconciliations for submission to Accountant;
- Prepares list of unrepresented cheques;
- Prepares correspondence to bank to resolve errors found on bank statements;
- Verifies daily close out procedures (Petty cash, income generating activities).

#### **Administrative**

- Contributes to the reviews and recommendation of policies and procedures for the efficient operation of the Department;
- Assists with the preparation and monitoring of Department Work Plans and Budget to ensure targets are met;
- Submits Progress Reports on work-related activities and other assigned projects;
- Keeps abreast of current professional practices, developments, and research within area of responsibility.

#### **Human Resource**

- Directs the work of Team Members;
- Demonstrates leadership to Team Members through ethical behaviour, communication, team work, delegation and setting of effective objectives, providing timely feedback on performance and initiates corrective action where necessary;
- Assists with the implementation and compliance of policies and procedures, maintaining discipline and work ethics among team members.

### **Required Knowledge, Skills and Competencies**

#### **Functional/Technical**

- Excellent Knowledge of Finance & Business Acumen
- Sound knowledge of records and data management
- Sound knowledge of Information communication technology
- Good leadership ability and people management skills
- Knowledge of the Financial Administration and Audit (FAA) Act

- Knowledge of the Government of Jamaica's staff policies and practices
- Proficient in the use of relevant computer systems and applications

#### **Core**

- Excellent oral & written communication
- Teamwork and co-operation
- Customer and quality focus

#### **Minimum Required Qualification and Experience**

- AAT Level 3 or;
- ACCA-CAT Level 3 or;
- ACCA Level 1 or;
- NVQJ Level 4, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- Associate of Science Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary Institution;
- Associate of Science Degree in Accounting, MIND or;
- Diploma in Government Accounting, MIND, i.e Government Accounting Levels 1, 2 & 3 or;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University;

#### **Special Condition Associated with the Job**

- Required to work outside normal working hours to include Saturday and Sunday

### **3. Archivist (PIDG/AR 4)**

#### **Job Purpose**

The Archivist is responsible for managing the Manuscript (Paper) Collections, which includes assisting with the appraisal of materials, arranging and describing fonds, identifying materials for preservation/conservation treatment, preparing manuscript records appropriately for access and outreach.

#### **Key Responsibilities**

- Maintains a system of Finding Aids, in electronic and paper form, in accordance with internationally recognized archival descriptive standards;
- Is responsible for the accessioning, arrangement, and description of archival collections according to recognized Archives Standards (ICA Descriptive Standards: ISADG, ISDF, ISDIAH, ISAAR-CPF, DACS, EAD, Dublin Core);
- Arranges public access and uses of material for purposes of research, education, loan, and exhibit, in accordance with approved NLJ policies and procedures, as directed by director, user services and conservation;
- Manages the Rights and Reproduction functions while responding to research and duplication requests for special collections;
- Works with the Manager, Special Collections to establish priorities for the arrangement and description of Manuscript Fonds.

#### **Required Knowledge, Skills and Competencies**

##### **Core**

- Good oral and written communication
- Customer and quality focus
- Teamwork and co-operation

##### **Technical**

- Knowledge and experience of widely used archival standards and schema including ISAD(G) and ISAAR-CPF

- Familiarity and experience with using archival management software, including open source and/or system as a service application in accordance with ISAD(G)
- Solid experience of using and managing archival collections management systems, particularly cataloguing and access-related functions.
- Working knowledge of local and international legislative frameworks relating to collections information and access (Privacy, Data Protection, Intellectual Property and Copyright)
- Basic knowledge of alternative models of archival description, including MPLP, Accessioning as Processing, Australian Series System, participatory appraisal principles
- Knowledge of digitization and digital preservation principles

#### **Minimum Required Qualification and Experience**

- Master's Degree in Archives and Records Management, or Library and Information Science, with a specialization in archival studies, having completed at least one course in Archival Arrangement and Description. Master's Degree in History, Heritage or Cultural Studies, with professional certification in Archives and Records Management, from a recognized Association or Society.
- A candidate, without post-graduate qualification, yet possessing over five (5) years of practical archival work experience may be considered.
- Experience working with archival materials in non-traditional formats and of cultural significance.

#### **Special conditions associated with the job**

- May be required to work with dusty material, with the appropriate Occupational Health and Safety protective gear provided.
- May be required to lift and arrange library material/resources
- May be required to work outside of regular hours

### **4. Web and Graphics Designer (MIS/IT 3)**

#### **Job Purpose**

Under the direction of the Director, Technical Services & Network, the Web and Graphics Designer is responsible for designing, implementing and maintaining the Library's web presence as well as designing graphics for promotion of the Library's services and resources.

#### **Key Responsibilities**

- Designs, builds, and maintains the Library's Website Server including protecting operating and Content Management Systems;
- Maintains the Content Management System (WordPress) inclusive of dashboard, plugins, optimization, php coding and system versions;
- Conducts regular backup of Websites;
- Conceptualizes and designs new webpages and re-design of existing webpages;
- Conducts usability testing on Website to improve the user experience;
- Optimizes Website performance;
- Conducts Security Risk Management, Audit of Websites and implements measures to mitigate against risk identified.

#### **Required Knowledge, Skills and Competencies**

##### **Functional/Technical**

- Excellent Knowledge Information Communication Technology
- Sound knowledge of Data & Records Management
- Good leadership ability

##### **Skills/Knowledge**

- Familiarity with PHP, JavaScript, HTML and CSS
- Proficient in Adobe Suite of programs
- Working knowledge of the Macintosh computer operating system
- Strong illustration and graphic design skills

### **Core**

- Excellent Oral and Written Communication
- Teamwork and Co-operation
- Customer and Quality Focus

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Information Technology or related field
- Two (2) years related work experience
- Training or demonstrated experience in graphics design

### **Special Conditions Associated with the Job**

- Required to work outside normal working hours to include Saturday and Sunday.

## **5. Senior Secretary (OPS/SS 3)**

### **Job Purpose**

The Senior Secretary provides administrative and secretarial support to ensure the smooth operation of the Technical Services & Network Division.

### **Key Responsibilities**

- Performs general administrative duties such as word processing, answering telephones, faxing and retrieving and sending electronic and/or printed correspondences;
- Provides support for the Technical Services and Network Division as directed;
- Provides support for the Collection Development Branch as required;
- Provides support for the following committees (Jamaica Library and Information Management Network (JAMLIN), Collection Development Advisory Committee, and Staff Meetings;
- Provides administrative support to the Finance & Accounts Branch as directed;
- Develops and monitors calendar and diary for meetings, assignments and events;
- Organizes and maintains an effective Filing System that allows security and speedy retrieval of documents/information.

### **Required Knowledge, Skills and Competencies**

- Good oral and written communication
- Teamwork and Cooperation
- Customer and Quality Focus
- Sound knowledge of Records, Data & Administrative Management
- Proficient in the use of relevant computer systems and applications
- Knowledge of office protocol, practices and procedures

### **Minimum Required Qualification and Experience**

- Certified Professional Secretary (CPS/CAP) Designation with proficiency in word processing at a speed of 50-55 words per minute and English Language at CXC or equivalent level or
- Four (4) to five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development; or any combination of related training and experience;
- Training in the use of the relevant software applications.

Applications accompanied by résumés should be submitted **no later than Thursday, 3<sup>rd</sup> March 2022 to:**

**Director, HRM & Administration  
National Library of Jamaica  
12 East Street  
Kingston**

Email: [nljhrm@nlj.gov.jm](mailto:nljhrm@nlj.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**

A handwritten signature in black ink, appearing to be 'MT', with a long, sweeping horizontal line extending to the right above the signature.

**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**