



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 77** **OSC Ref. C. 6210/S5<sup>19</sup>**

**22<sup>nd</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 be assigned to the post of **Librarian (PIDG/LB 4) – (Not Vacant)** in the **Ministry of Foreign Affairs and Foreign Trade**, salary range \$1,640,253 – 1,949,746 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Reporting to the Director, Documentation, Information and Access Services Unit, the Librarian is responsible for planning, organizing and administering the operations of the Library in order to ensure the provision and maintenance of an up-to-date collection of reference material in both hard and electronic copy to service the information needs of the Ministry (Headquarters and 19 Overseas Missions).

#### **Key Responsibilities**

- Has responsibility for planning, organizing and administering the operations of the Library;
- Provides inputs for the Unit's Strategic, and Operational Plan and Budget;
- Prepares Quarterly Reports and Special Reports on Library Service and Projects;
- Has responsibility for the acquisition, organization and maintenance of the Reference Library collection at Headquarters, geared to meeting the information needs of the Ministry's clientele and the public;
- Establishes and maintains a Classification System for periodicals, pamphlets, leaflets, photographs, maps, etc;
- Catalogues and classifies incoming materials, including books, Ministry publications and periodical articles;
- Ensures that the Ministry's publications are deposited in the Library and maintained as a special collection;
- Liaises with librarians in other Agencies and tertiary institutions to ensure that the Ministry's Library collection supplements the information needs of students and other entities;
- Establishes and maintains policies and procedures for the retrieval, delivery and dissemination of reference material to staff at Headquarters and Overseas Missions;
- Produces and issues current awareness bulletins to inform staff of newly acquired reference materials in the Library collection;
- Conducts searches to source information on current affairs issues for staff;
- Facilitates the delivery of information to students, the general public and other Agencies which require selective research material and information;
- Conducts periodic audits of the Ministry's Library Catalogue to identify materials that are overdue or missing;
- Secures and maintains a collection of Ministry artifacts.
- Implements and manages new technology to improve the operations and services of the Library.
- Reviews available publishers' materials, critical reviews, books, periodicals and chooses those materials best suited to the Ministry's information needs;
- Assists with the preparation of displays for special exhibitions hosted by the Ministry;
- Participates in the activities of the Government Libraries and Information Network of Jamaica (GLIN) and Special Libraries Network.

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

- Organizational awareness - knowledge of the Ministry's role and function. General awareness of Jamaica's foreign policy.
- Sound knowledge of the theories, principles and techniques of library and records management, including the Universal Decimal Classification System and Resource Description and Access (RDA) skills.
- Knowledge of KOHA and other library automation software
- Good planning and organizing skills
- Excellent research skills
- Ability to communicate effectively in both oral and written format
- Strong customer service skills
- Familiarity with the provisions of the Access To Information Act.
- Proficiency in the use of relevant Computer Applications (MS Word, Desktop Publishing, PowerPoint,)
- Knowledge of database management systems
- Ability to conceptualize and mount Library expositions
- Knowledge of intellectual property and copyright law relative to document retention and production.

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

- A First Degree in Library Science, Information Studies or related discipline
- Certificate in Supervisory Management
- Knowledge of preservation of materials an asset.
- A minimum of five (5) years' experience as a Librarian

Applications accompanied by résumés should be submitted **no later than Tuesday, 8<sup>th</sup> March, 2022 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Foreign Affairs and Foreign Trade  
2 Port Royal Street  
Kingston**

E-mail: [recruitment@mfaft.gov.jm](mailto:recruitment@mfaft.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.**



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