



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 220
OSC Ref. C. 6593⁴

2nd June, 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 (Level 8) (Not Vacant)**, in the **Corporate Office, Kingston, Jamaica Tourist Board**, salary range \$2,004,046 - \$2,505,057 per annum and any allowance(s) attached to the post.

Job Purpose

The Librarian will be responsible for managing the smooth functioning of the Library of the Jamaica Tourist Board by providing quality Library services to users through effective cataloguing, classification, indexing, management and maintenance of Library materials to ensure that users' needs are met.

Key Responsibilities

- Catalogues and classifies (in accordance with international standards) all library materials; e.g. monographs, reports, papers, special studies, periodicals, brochures, posters, films, videos, photographs, slides etc.;
- Implements and maintains classification and cataloguing systems, to facilitate the recording, arrangement, storage and retrieval of information pertaining to the holdings of the Tourism Library;
- Provides an information service for all local and overseas offices and a Reader Advisory Service;
- Manages the planning, organizing, directing and controlling of operations and services of the Library;
- Instructs Library personnel in general policies and procedures and Library users in the use of the various systems and procedures of the Library;
- Manages the acquisition of equipment and stationery for the Library;
- Prepares and submits Monthly and Annual Reports of activities;
- Supervises the dissemination of current and timely information to the public;
- Directs activities for the efficient selection, acquisition, processing, storing and circulation of Library publications and other informational materials;
- Manages the organization of exhibitions and displays;
- Manages the organization and distribution of tourism related materials and information to stakeholders and Industry partners;
- Indexes all the audio-visual materials;
- Organizes an efficient loan and reference system for staff which includes information searches, current awareness services and the maintenance of reader profiles;
- Maintains an up-to-date news collection of clippings from local and travel trade publications relevant to the Tourism Industry and indexes same;
- Implements and maintains programmes, systems and procedures necessary to the effective management of the Tourism Library;
- Acquires for circulation, primary and secondary (international, regional,) materials (legislations, law reports, and treaties), other serials and unpublished material (reports, pamphlets, papers etc.) pertinent to Tourism research;
- Prepares the Annual Budget for the Library and monitors budgetary expenditures;
- Maintains computerized databases of relevant information on Jamaica;
- Liaises with the Government Library Information Network, Jamaica (GLINJA), other libraries and tourism organizations for information sharing and collaboration;
- Prepares Work Manuals for the Library;

Human Resource

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals, and recommends leave;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave;
- Develops and implements a succession planning programme for the Unit to facilitate continuity of required skills and competences in collaboration with Human Resource Unit;
- Trains and supervises Library staff in the use of cataloguing and in other areas;
- Ensures the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring, and coaching;
- Performs any other duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good leadership skills
- High levels of integrity, confidentiality and professionalism
- Excellent oral and written communication skills
- Effective planning and organizing skills
- Excellent interpersonal and customer service skills
- Excellent time management skills
- Effective teambuilding and co-operation skills
- Excellent negotiating and persuading skills

Technical:

- Sound knowledge of the use of Library OPAC management and cataloguing
- Knowledge of computer information systems
- Knowledge of Electronic Records and Record Keeping Systems
- Knowledge of modern library methodologies, techniques and practices
- Knowledge of the Jamaica tourism product
- Knowledge of Access to Information Legislation
- Proficient in the use of Microsoft Office Suite of applications

Minimum Required Qualification and Experience

- First Degree in Library and Information Management Services or Archival Studies;
- Diploma in Management Studies or Records Management;
- Five (5) to seven (7) years' experience as a Librarian with cataloguing experience, two (2) years of which should be in a managerial position;
- Must have experience in the following:
 - ✓ Cataloguing using an Integrated Library Management System
 - ✓ Universal Decimal Classification System (UDC)
 - ✓ AACR2 and Resource Description and access (RDA)

Special Conditions Associated with the Job

- Extended working hours as the need arises
- Exposure to dust from materials handled

Applications accompanied by résumés should be submitted **no later than Wednesday, 15th June, 2022 to:**

**Senior Manager, Human Resource Development,
Jamaica Tourist Board
64 Knutsford Boulevard,
Kingston 5**

E-mail: jtbhrd@visitjamaica.com

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 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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