



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 314**  
**OSC Ref. C.6272<sup>16</sup>**

**20<sup>th</sup> July, 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 the **vacant** post of **Access Officer (GMG/SEG 1)** in the **Corporate Affairs Division, Office of the Cabinet**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the supervision of the Director, Documentation Information and Access Services, the Access Officer is responsible for managing the operations of the Office of the Cabinet Library and assisting with administrative and professional functions of the Documentation Unit. This will include coordinating, maintaining and administering an up-to-date reference and research library of printed and electronic information in accordance with professional standards of classification, indexing, research and display to meet the information needs of the Ministry.

### **Key Responsibilities**

- Identifies the information needs of the Ministry and its clients and manages and maintains the Library's acquisition and collection to support fulfilment of the needs;
- Develops/maintains systems and procedures for management of information processes and resource materials;
- Plans proper storage of library materials, including periodicals, pamphlets, Annual Reports, Conference Reports, books, Government documents, audiovisual material and Confidential Reports;
- Develops User Manual to provide guidance in the use of the Documentation Unit;
- Enforcing Records and Information Managements policies and procedures, recommending and implementing change;
- Participates in the development of the Unit's Operational Plan, Corporate Plan and Budget;
- Prepares Annual/Quarterly/Monthly reports;
- Participates in the full implementation of the RIM Programme throughout the Office of the Cabinet;
- Manages collaboration with the IT Unit and spearhead the development of an Integrated Library Management System;
- Promotes and maintains systems for appropriate classification, cataloguing and indexing of library material for the Ministry's Library;
- Develops and maintains an effective lending, reference and information service to officers in the Office of the Cabinet and the wider National Information System;
- Establishes locations and procedures for inter-library loans and determining whether loan acquisition is available;
- Reviews the Library collection for currency of material and applicability to the needs of the Office of the Cabinet;
- Supports staff in the use of appropriate books, documents, databases and material in all formats in provision of reference services;
- Monitors reproduction and editing of all material and ensures compliance with the Intellectual Property and copyright laws;
- Revises and amends Collection Development Plan to guide acquisition of current and relevant resource material;
- Collaborates with ICT and Documentation Unit to train and sensitize staff on the compete usage of the Integrated Library Management System;
- Maintains records and prepares Statistical Reports relating to the responsibilities and operations of the Documentation Unit;
- Assists with the planning and development of Retention and Disposal Schedules for the records of the Office of the Cabinet; maintaining approved schedules; monitoring the operation of dormant records according to guidelines issued by the Jamaica Archives and Records Department;
- Assists in the arrangements to facilitate public access to records in keeping with the

Access to Information Act by developing and maintaining an Index of records in the Organization;

- Assists in the research and preparation of documents for special assignments, such as, conference papers, articles, speeches, briefs and project proposals.

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

- Excellent oral and written communication skills
- Excellent research and analytical skills
- Client-focused with good interpersonal skills
- Good planning and organizing skills
- Teamwork and Cooperation
- Exercise initiative and good judgement;
- Excellent customer service skills
- Knowledge of library operations
- Ability to maintain an efficient records and information management system;
- Flexible approach to work
- Sound understanding of standard rules and procedures for the classifying and processing of information;
- Knowledge of Intellectual Property and Copyright laws relative to document retention and reproduction;
- Proficient in the use of computer applications including Microsoft Office Suite, Office 365 (Microsoft Teams, SharePoint etc.) and management information systems.

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

- Undergraduate Degree in Library and Information Studies from a recognized Tertiary Institution;
- Training in Records Management from recognized Tertiary Institution;
- Minimum of three (3) years' experience in Library Services, information resource management and Records Management.
- Certification/training in Supervisory Management;
- Expertise in cataloguing & classification, acquisitions, reference, circulation and bibliographic control, records appraisal, retention, and disposal.

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

**Senior Director  
Human Resource Development and Management (HRDM) Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10**

Email: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)

Further details of the post may be obtained from the Human Resource Development and Management Division.

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**