

## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 380**

**OSC Ref. C.5851<sup>20</sup>**

**6<sup>th</sup> September, 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 following **vacant** posts in the **Jamaica Library Service**:

1. **Director, Corporate Communications and Marketing (MCG/IE 5)**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Director, Special Projects (GMG/SEG 2)**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.
3. **Auditor (FMG/AS 2) - 2 posts**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.
4. **Building and Maintenance Officer (SOG/ST 6)**, salary range \$1,656,124 – \$1,968,611 per annum and any allowance(s) attached to the post.
5. **Deputy Director, Human Resource Management (GMG/SEG 1)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.
6. **Director, Public Procurement (GMG/SEG 1)**, salary range \$1,640,253– \$1,949,746 per annum and any allowance(s) attached to the post.
7. **Executive Secretary 1 (OPS/SS 4)**, salary range \$1,160,837 – \$1,379,871 per annum and any allowance(s) attached to the post.

### **1. Director, Corporate Communications and Marketing (MCG/IE 5)**

#### **Job Purpose:**

The incumbent is responsible for the development and implementation of Strategic Communications, Public Relations, Integrated Marketing Plans and Programmes and Corporate Affairs strategies in support of the repositioning of the brand value of the Jamaica Library Service in the local and global spaces. The incumbent will lead all communications, marketing and external relations activities, including media relations, employee communications, sponsorship, events and community engagements.

#### **Key Responsibilities**

- Develops and oversees the implementation of short-and long-term communications and Integrated Marketing Plans and Programmes to strengthen global corporate brand and support Organization's strategic goals;
- Develops and manages Public Relations processes for thirteen (13) Parish Library Networks to promote underrepresented or diminished programmes and services (products) at the community level to gain visibility and meaning;
- Develops and implements marketing strategies to increase awareness of Library Programmes and services and library services (products) at the national level aimed at improving usage and ensuring clear and unified identity and voice for the Organization;
- Has responsibility for the editorial direction, design, production and distribution of all organizational publications;
- Co-ordinates all organizational print and electronic material and images across the library network (e.g. banner, use of logo, brochures, event material);
- Monitors the JLS Website and intranet content, engaging and working closely with the staff islandwide for data gathering;

- Develops, maintains and updates a Social Media Policy, in collaboration with the Director General and Senior Executives, ensuring its effective use and application where necessary and engaging the JLS islandwide network of libraries;
- Creates Employee Relations Programme in consultation with key Senior Executives including the Human Resource Management and Administration Division to strengthen organizational communication, by facilitating effective internal dynamics;
- Oversees and assists with the preparation of key library publications including Annual Report;
- Assists with and initiate innovative corporate social responsibility programmes as needed and develops appropriate marketing and communications strategies around such initiatives;
- Creates, monitors and maintains appropriate Crisis Communications Plan and updates and communicates such plan in collaboration with the various Crisis Management and Response Teams across the island;
- Assists the Executive Management Team with written material and interactive presentation for public speaking engagements or articles for publication;
- Crafts speaking points, speeches and press material, facilitates press interviews, monitors and reserves other appropriate engagements for speaking opportunities that will position the JLS and its Management Team as thought leaders in the Literary and Communications Industry;
- Acts as efficient corporate spokesperson as required;
- Develops, implements and monitors systems and procedures necessary to ensure smooth operations of the Communications and Marketing Division;
- Maintains and updates Media Directory and co-ordinates the JLS Press Archive;
- Conducts relevant market research, monitor trends, analyzes impact of Marketing and Communications strategies to guide the development of the Organization's Corporate Plans;
- Develops measurable objective to review and evaluate the success of Marketing strategies and Communications Programmes;
- Prepares Annual estimates of expenditure for the Division;
- Ensures effective management and development of staff in the Division;
- Participates in disciplinary procedures relating to staff in the Division;
- Prepares Performance Appraisal for staff in the Division;
- Performs any other related duties that may be assigned from time to time.

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

- Thorough knowledge of and background in various types of communications, marketing and analytical tools and resources
- Exceptional oral and written communication skills including presentation skills and with keen attention to details
- Ability to use data in decision making
- Be conversant with government policy impacting the Jamaica Library Service and its related organizations
- Ability to multi-task, meet tight deadlines and shift priorities as needed
- Ability to work independently, handle pressure and maintain composure under stress
- Proven experience delivering effective and innovative marketing campaigns
- Strong time management and organizational skills
- Proficient in the use of Microsoft tools and other relevant computer applications
- Ability to establish and maintain effective working relationships with individuals, groups, Government/Ministry/Departments and Agencies, internal and external customers and interact effectively with diverse groups
- Ability to mentor and guide staff/teams

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

- Master's Degree in Integrated Marketing, Corporate Communications, Public Relations or other closely related field;
- Five (5) years of progressively responsible Corporate Communication, Public Relations, Integrated Marketing Communication and related experience, two (2) years of which should be at the managerial level.

**OR**

- Bachelor's Degree in Communications, Integrated Marketing or other related field;
- Ten (10) years of progressively responsible Integrated Marketing Communication experience, three (3) years of which should be at the managerial level.

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

- Traveling the island-wide network of Parish and Branch libraries;
- Will be required to work outside of normal working hours and on weekends.

## **2. Director, Special Projects (GMG/SEG 2)**

### **Job Purpose:**

Under the direct supervision of the Director General, the Director, Special Projects has the responsibility to develop, design and manage the implementation of Special Projects in an efficient manner to add value to organizational development.

### **Key Responsibilities**

- Develops, designs and manages the implementation of Special Projects in an efficient manner to add value to organizational development;
- Identifies and secures funding, both, local and international for various Special Projects to be implemented/completed;
- Develops, designs and co-ordinates implementation/completion of Special Projects in the following areas:
  - ✓ Building and Physical Infrastructure
  - ✓ Books and other Library Resources
  - ✓ Information and Communication Technology
  - ✓ Programmes and Services
  - ✓ Any other areas identified and communicated
- Has responsibility for the administration of the Special Projects Department;
- Provides oversight, guidance and directions for the administration of the Special Projects Portfolio;
- Researches and prepares project proposals in keeping with stated guidelines/rules and regulations;
- Identifies and researches potential funding opportunities;
- Establishes links with foundations and Funding Agencies both local and international;
- Contributes to the Organization's Strategic Plan – implementation and evaluation;
- Advises and keeps the Director General informed on all Special Project matters through meetings, reports and other format as agreed;
- Gives direction and supervisions to all Special Project Departmental employees, and as applicable provide supervision of project;
- Associates with the Director of Finance to manage the Capital Budgeting Portfolio;
- Participates in the preparation of the Annual Budget;
- Represents the interest of the Jamaica Library Service in negotiations regarding Special Projects funding and related matters;
- Ensures adherence at all times to the Government of Jamaica Procurement Guidelines;
- Utilizes all applicable technology to drive an efficient and effective Special Project Portfolio;
- Keeps abreast of all current development in Special Project management both at the local and international level
- Performs any other related duties that may be assigned from time to time.

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

- Excellent oral and written communication and administrative skills
- Training in Project Management
- Demonstrate skills to organize, direct and lead Special Projects
- Ability to exercise sound judgement in complex situations
- Strong analytical and financial skills
- Knowledge of Public Sector operations
- Proficiency in the use of Microsoft applications including project management
- Working knowledge of capital budgeting

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

- Bachelor's Degree in Management Studies, Public or Business Administration;
- Training in Project Management;
- Three (3) years' experience in Project Management;

- Two (2) years' experience in co-ordinating/administering projects funded by local and international Agencies/Organizations;
- Management of projects across industries – profit and not-for-profit.

### **3. Auditor (FMG/AS 2)**

#### **Job Purpose:**

The incumbent is responsible for the examination of transactions, records and documents both financial and operational to determine compliance with the provisions of relevant laws, regulations, policies and rules. To conduct all audits across thirteen (13) Parish Library Network and Headquarters, including, but not limited to financial, operational, information technology and Human Resource Audits.

#### **Key Responsibilities**

- Conducts auditing activities in accordance with Work Plan;
- Examines systems and records to determine compliance with the relevant laws, regulations, policies, procedures and guidelines;
- Prepares and submits Working Papers for review;
- Prepares preliminary recommendations and draft reports;
- Maintains confidentiality and security of Audit Files;
- Conducts special audits as required;

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

- Good knowledge of audit techniques and standards
- Good knowledge of the FAA Act, Staff Orders of the Public Service and the Public Service Regulations
- Good knowledge of the Government Procurement Guidelines
- Good written and oral communication skills
- Proficiency in the use of relevant computer applications
- Good data mining, analytical and critical thinking skills
- Very good interpersonal skills
- Very good problem-solving skills
- Detail oriented
- Good planning and organizing skills

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

- Bachelor's Degree in Accounting, Finance, Management Studies; **or**
- ACCA Level 2;
- Certificate in Auditing Fundamentals (preferably from MIND);
- Two (2) years auditing experience preferably in a Government Ministry, Agency or Statutory Body;
- Certification in Information Technology Audit would be an asset.

### **4. Building and Maintenance Officer (SOG/ST 6)**

#### **Job Purpose:**

Under the supervision of the Director, Human Resource Management and Administration, the Building and Maintenance Officer will be responsible for the planning, co-ordinating, directing and supervision of building and maintenance services of the Jamaica Library Service Island wide network by providing technical expertise and professional guidance.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Plans, guides and directs the building and maintenance activities for the Organization;
- Collaborates with responsible Managers in the development and execution of building/maintenance projects;
- Prepares and monitors work schedules;

- Assists with the preparation of Tender documents and the selection of contractors for construction/maintenance services;
- Assists with the preparation of insurance and other claim in relation to damage building and follow-ups for settlement;
- Represents the Jamaica Library Service at meetings and other functions as required;
- Ensures that responsible Managers are aware of and adheres to Industry Standards and relates to building/construction and maintenance activities;
- Assists with the development of policy/guideline for in-house safety standards/disaster mitigation;
- Assists with the identification of sites for the construction of libraries.

***Technical:***

- Prepares Bills of Quality/Estimates for repairs/modification to Industry Standards;
- Reviews Plans/Drawing to ensure specifications are in keeping with the requirements and Industry Standards;
- Assists with the preparation of Tender documents, specifications and contracts;
- Participates in the analysis of Tender documents for submissions to the relevant authority;
- Makes recommendation to Procurement and Contracts Awards Committee as prescribed by the relevant Government/Agency;
- Assists in monitoring of costs against budgeted expenditure;
- Develops, implements and maintains a schedule of maintenance activities;
- Ensures that material to be used in constructions/maintenance are safe and environmentally friendly;
- Liaises with the National Contracts Commissions and other relevant Department/Agency;
- Provides assistance with office layout/design;
- Collaborates with responsible Officers in disasters implementation and recovery activities.

***Other:***

- Researches and prepares documents for special assignment;
- Assists with disaster mitigation and recovery activities;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Adequate knowledge of budget controls
- Adequate knowledge of Information Technology skills
- Expert knowledge in building construction/maintenance management
- Good knowledge of Jamaica Standards Methods and Master Builders Guidelines
- Good knowledge of GOJ procurement procedures
- Working knowledge of Contract Negotiation

**Minimum Required Qualification and Experience**

- First Degree in Building Construction or related field; **or**
- Diploma in Construction with three-four (3-4) years' work experience.

**Special Conditions Associated with the Job**

- Traveling the island-wide network;
- Being called upon outside schedule work hours.

**5. Deputy Director, Human Resource Management (GMG/SEG 1)**

**Job Purpose:**

Under the general direction of the Director, Human Resource Management and Administration, the Deputy Director, Human Resource Management assist in the planning and directing of the Human Resource Management Portfolio to ensure effective administration of the Human Resource policies, procedures and maintains a harmonious Industrial Relations Climate.

## **Key Responsibilities**

### ***Management/Administrative:***

- Gives direction and advises all JLS Managers and supervisors on personnel and staff welfare matters;
- Administers and interprets the personnel functions with respect to JLS staff in accordance with Government Staff Orders and established JLS policies;
- Keeps the Director, Human Resource Management and Administration informed on matters relating to support services and staff matters which may be considered important or urgent and provides advice and recommendations where necessary;
- Ensures that all legitimate staff complaints are speedily dealt with;
- Co-ordinates the implementation of staff appraisal procedures;
- Participates in the development of objectives;
- Participates in JLS Policy Development and Strategic Planning and preparation of Manpower and Training Budgets;
- Holds regular briefing with Heads of Department to review establishment and plans regarding staff appointments, promotions, training and discipline;
- Represents the JLS in Industrial Forum and presides at staff dispute and associations negotiations;
- Gathers information and brief the directorship on any aspect of the JLS's Human Resource Management activities as may be required;
- Co-ordinates the administration of retirement benefits.

### ***Human Resource:***

- Monitors and evaluates the performance of direct reports prepares Performance appraisals and recommends and/or indicates corrective actions where necessary to improve performance and/or attaining established personal and/or organizational goals
- Recommends Manpower Budgets and Staff Welfare expenditures;
- Receives and reviews reports and takes appropriate actions;
- Reviews and evaluates staff performance and the situation for training and promotion of staff;
- Participates in recruitment for staff for the Division and recommends transfer, promotions, terminations and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct report through effective planning delegation, communications, training, mentoring and coaching;
- Ensures that welfare and development needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performs any other related duties that may be assigned from time to time.

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

- Sound knowledge of Public Sector Human Resource policies and procedures, particularly those related to Public Service Pension Scheme, Recruitment and Selection.
- Sound knowledge of government policies such as Public Service Regulations, Staff Orders, Pension (Public Service) Act, 2017 and Labour Laws of Jamaica
- Excellent leadership and management skills
- Excellent interpersonal skills
- Excellent negotiating and problem-solving skills
- Sound personal and professional integrity
- Excellent oral and written communication skills
- Excellent interviewing and research skills
- Computer literacy (Microsoft Office Suite, HRIS)
- Working experience in events planning
- Knowledge of industrial relations practices and ability to apply Human Resource Management techniques and industrial psychology to problem-solving
- Sound knowledge of the practices and principles of management
- Experts knowledge of personnel policies and procedures, Jamaica's employment and labour relations laws and the Government Staff Orders

## **Minimum Required Qualification and Experience**

- University/undergraduate Degree in Human Resource Management, Management Studies majoring in Human Resource Management;
- Formal training in Industrial Relations (would be an asset);

- Three to five (3-5) years' experience at a management level in a large service Organization with exposure to all aspects of Human Resource Management.

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

- Extensive travel to libraries island wide;
- Will be required to work outside of normal working hours and on weekends.

## **6. Director, Public Procurement (GMG/SEG 1)**

### **Job Purpose:**

Under the direct supervision of the Director, Human Resource Management and Administration, the Director, Public Procurement has the responsibility to ensure that goods and services required by the Organization are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Provides advice to the Director General, other Directors, Senior Librarians and other officers on all procurement policies and procedures;
- Participates in the development of the Operational Plan and Work Programmers;
- Advices the Depute Director, Administration and the Building and Maintenance Officer of supplies reliability/suitability and performance;
- Attends meetings of Procurement Committee;
- Chairs Tender Opening Exercises;
- Participates in the evaluation of Tenders;
- Represents the Organization at conference, workshops and seminars;
- Monitors and ensures that effective and up to date procurement records are maintained;
- Monitors and ensures that procurement practices conform to the Financial Administration and Audit (FAA) Act and Government Procurement Guidelines;
- Monitors and maintains an Inventory Listing of all equipment brought within the Organization;
- Acts as Purchasing Agent on behalf of the Organization as well as local funded projects;
- Prepares/reviews procurement policies and procedures for the Parish Library networks island wide;
- Evaluates the performance of the procurement process along with the Director, Human Resource Management and Administration, the Procurement Committee members' and the Building and Maintenance Officer.

#### ***Technical/Professional:***

- Acts as the eProcurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts organization procurement training seminars/workshops;
- Co-ordinates reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General, Public Procurement Commission and Cabinet;
- Ensures that Tender documents are prepared in accordance with GOJ standards, disseminated timely and accurately;
- Monitors the Organization's procurement activities to ensure conformity to the Procurement Plan;
- Oversees the Contract Award process;
- Oversees the tendering process;
- Provides advice on public procurement matters to Officers;
- Represents the Organization at Procurement and Contract Award Committees and board Meetings;
- Represents the Organization at Public Procurement Commission Sector Committee, Public Procurement Commission and Cabinet Infrastructure Committee Meetings;
- Reviews and approves Contract Award recommendations within the specified threshold;
- Reviews procedure for the procurement of works, goods and service carried out by the Organization;
- Reviews reports for submission to Ministry of Finance and the Public Service, Officer of Contractor General and Public Procurement Commission and Cabinet;
- Provides the Finance Division with the necessary assistance and information as it relates to preparation of cheques for payments and reconciliation of accounts;

- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of procurement guidelines and procedures are complied with;
- Procures goods and services on a competitive basis without compromising quality and ensures proper storage;
- Monitors the issuing of purchasing orders and follows up for receipt/delivery of goods and /or services;
- Prepares Budget for the Unit;
- Certifies all invoices, payment orders and commitment vouchers prior to submitting to the Finance Division;
- Acquires clearance letter from N.I.S and National Housing Trust and Tax Compliance Certificate from the collector of Taxes from the Organization to be exempted from these taxes;
- Ensures that funds are allocated to meet the expenditure for goods prior to placements of orders and ensures that the procurement practices conform to procurement guidelines of the FAA Act;
- Monitors and maintains contracts in the commodity market to keep abreast of price movement, technological improvement and changes to ensure that orders for supplies are procured in the most efficient and economic manner;
- Informs the relevant officers of changes in the Government Procurement Guidelines and procedures and ensures implementation is effected within the Organization.

***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or indicates corrective actions where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in recruitment for staff for the Division and recommends transfer, promotions, terminations and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct report through effective planning delegation, communications, training mentoring and coaching;
- Ensures that welfare and development needs of skill in the Division are clearly identified and addressed;
- Establishes and maintains a system that's fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem-solving and negotiation skills

***Technical:***

- Sound knowledge of the Government Public Procurement Act 2015 and Regulations
- Sound knowledge of the FAA Act
- Sound knowledge of Supplies Management
- Knowledge of Operational Planning
- Knowledge of Project Management
- Knowledge of Budget Preparation
- Knowledge Contract Management
- Knowledge of Tendering Management
- Proficiency in the relevant computer application software

**Minimum Required Qualification and Experience**

- B.Sc. in Business Administration, Management Studies, Public Administration, Public Sector Management, Economic, Accounts or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND;
- Five (5) years related work experience in procurement of goods and services.

**OR**

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND;
- Five (5) years related work experience in procurement of goods and services.



**OR**

- Diploma in Accounting, Business Administration or related field;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND;
- Seven (7) years related work experience in procurement of goods and services.

**Special Conditions Associated with the Job**

- Extensive travel to libraries island wide;
- Will be required to work outside of normal working hours and on weekends.

**7. Executive Secretary 1 (OPS/SS 4)****Job Purpose:**

The Executive Secretary will provide secretarial and administrative support to the office of the Director General to ensure the smooth operation of the Executive Office.

**Key Responsibilities*****Technical/Professional:***

- Performs general administrative duties such as word processing, answering telephone, making faxes and sending and retrieving correspondences;
- Co-ordinates all travel arrangements for the Director General;
- Makes travel arrangements and prepares Submissions to the relevant Ministry/Authority;
- Provides support for meetings by:
  - ✓ Making arrangements for venue/meeting room and refreshments, projector etc.
  - ✓ Recording and transcribing Minutes
  - ✓ Drafting Agenda and Reports for meetings
  - ✓ Preparing and compiling documents for review/circulation
  - ✓ Advising the Director General of related Actions from meetings
  - ✓ Ensuring the circulation of Minutes prior to meetings
  - ✓ Maintaining communication with Board of Management members as requested
- Develops and monitors calendar and diary for meetings, appointments, assignments and events for Director General;
- Maintains an appropriate system to control and safeguard confidential documents, files and reports;
- Researches files and consults officers as directed to procure information needed for replies to correspondence and other requests;
- Ensures that urgent matters are re-routed for immediate attention in the absence of the Director General;
- Identifies and resolves routine problems and situations that may hinder the effective workflow in the Executive Office;
- Prepare reports as directed;
- Keeps abreast of guidelines, policies, procedures and legislation impacting deliverables in areas of responsibility.

**Required Knowledge, Skills and Competencies*****Core:***

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

***Technical:***

- Administrative Management
- Records Management
- Database Management
- Information Communication Technology
- Good planning and organizing skills
- Knowledge of office management principles, practices and procedures
- High level of professionalism, confidentiality and integrity
- Well-developed interpersonal skills
- Sound knowledge of Government operation and protocol
- Ability to manage workloads and prioritize
- Demonstrated ability to be self-directed and well organized

- Proficiency in the relevant Microsoft Office applications

**Minimum Required Qualification and Experience**

- Certified Professional Secretary (CPS/CAP) Designation and English Language at CXC or equivalent;
- Five (5) years' providing support at the executive level;
- Diploma in Administrative Management Programme at the Management Institute for National Development (MIND); or a combination of related training and experience.

**Special Conditions Associated with the Job**

- May be required to work outside of normal working hours from time to time to include weekends and holidays.

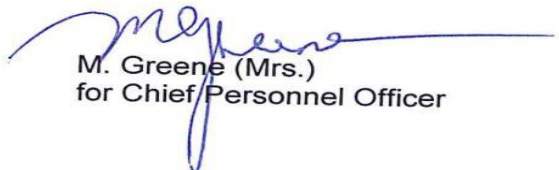
Applications accompanied by Résumés should be submitted **no later than Monday, 19<sup>th</sup> September, 2022 to:**

**Director, Human Resource Management and Administration  
Jamaica Library Service  
2 Tom Redcam Drive  
P.O. Box 58  
Kingston 5**

**Email: [dirgen@jls.gov.jm](mailto:dirgen@jls.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.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer