



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 416

OSC Ref. C.5851²⁰

29th 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 be assigned to the post of **Library Assistant (PIDG/LA 1) for a period of eleven (11) months** in the **Library Department, St. Joseph's Teachers' College**, salary range \$677,673 - \$785,892 per annum and any allowance(s) attached to the post.

Job Purpose

The Library Assistant assists with the overall functioning of the Department through effective customer service, delivered by providing easy access to information resources and other services of the Library to its users.

Key Responsibilities

- Responds to requests for information and resources;
- Makes suggestions in selecting new titles for collection development based on user needs;
- Prepares Monthly Usage Statistics for all service areas of the Library;
- Selects, clips and mounts articles from the daily newspapers;
- Charges and discharges Library materials for loans;
- Inputs records into ISIMS;
- Prepares overdue notices;
- Shelves and shelf-reads materials in assigned collections;
- Assists with making photocopies and printing when the need arises;
- Writes receipts for payments of Library fines, membership fees, making photocopies and printing, etc. when necessary;
- Assists with the mounting of Library display and exhibitions;
- Sorts and files journals, pamphlets, booklets etc;
- Assists with recruiting and selecting new Student Assistant to work in Library;
- Observes and maintains Library procedures during service transactions;
- Assists with the enforcement of Library rules and regulations;
- Performs any other duties that may be call upon from time to time.

Required Knowledge, Skills and Competencies

- Job knowledge (Preferably trained at the certificate level and abreast of current trends in the profession)
- Good analytical and research skills
- Ability to meet deadlines
- Good oral and written communication skills
- Good computer skills
- Team player
- Flexible work attitude

Minimum Required Qualification and Experience

- Completion of Certificate in Library Technical Assistant Programme (LTA);
- Four (4) or five (5) CXC passes;
- One (1) year experience in a similar work situation.

Applications accompanied by résumés should be submitted **no later than Thursday, 13th October, 2022 to:**

**The Chairman of the Board of Directors
c/o The Principal
St. Joseph's Teachers' College
16 Old Hope Road
Kingston 5**

E-mail: info@sjtc.edu.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 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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