



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

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14th October, 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 be assigned to the following posts in the **Human Resource Management and Administration Branch, Water Resources Authority (WRA)**:

1. **Information Records and Communication Manager (Level 8) (Vacant)**, salary range \$1,839,570 - \$2,195,452 per annum and any allowance(s) attached to the post.
2. **Library Technician (Level 4) (Not Vacant)**, salary range \$1,004,766 - \$1,188,685 per annum and any allowance(s) attached to the post.

1. Information Records and Communication Manager (Level 8)

Job Purpose

The role of the Information Records and Communication Manager is to develop and maintain systems to capture, store, and retrieve information and records. The incumbent is responsible for developing and implementing a sustainable Public Relations and Communications Campaign, promoting the works of the WRA, disseminating information about Jamaica's Water Resources, organizing events, and preparing press releases.

Key Responsibilities

- Develops, updates, and implements the Communication Policy and Strategy;
- Shares the Long/Short-Term Communication Plan with the WRA Team;
- Ensures that systems, policies, and procedures are developed, documented, and implemented for the proper and effective internal control of all business processes operating within the WRA;
- Liaises with the ICT Manager to ensure that marketing and communication information posted is correct and of high quality;
- Supervises the digital conversion of important files/documents and maintains a computerized database for all publications.
- Reviews and evaluates resource material, such as books and catalogs, in order to select and order print, audio-visual, and electronic resources;
- Maintains effective liaisons with other libraries and technical information centers locally and internationally to facilitate sharing of resources/materials;
- Provides advice on Records Management and ensures that records are stored in compliance with GOJ laws and administrative policies;
- Responds to access to information requests;
- Prepares, adjusts, and assigns classification for records;
- Plans and co-ordinates the execution of WRA Educational and Public Relations initiatives and events (e.g., World Water Day);
- Plans and co-ordinates media coverage of WRA events such as press conferences, receptions, and official meetings, and arranges press (radio and television) interviews for the MD and other WRA executives;
- Researches and assists in the compilation of speeches, articles, project and technical papers and messages;
- Ensures that all reproduction and editing of material are compliant with Intellectual Property and Copyright Laws;
- Designs and implements Public Education Campaigns and makes presentations on the works of the WRA/ Jamaica's Water Resources;
- Updates WRA Website with new information;
- Ensures documentation systems and procedures are maintained to capture corporate knowledge;
- Collates, researches, and responds to requests for information on Water Resources;

- Assists WRA Officers with research projects and technical papers (e.g., Water Quality Atlas, and Master Plans). Ensures that all reproduction and editing of material are compliant with Intellectual Property and Copyright Laws;
- Prepares Corporate and Operation Plans and Departmental Budget in keeping with the WRA's strategic goals;
- Prepares Quarterly Reports on activities within the Unit;
- Represents the WRA at meetings with partner Agencies;
- Provides leadership, support, and guidance to direct reports;
- Co-ordinates and conducts monthly Team Meetings;
- Participates in the recruitment of team members;
- Initiates and participates in disciplinary proceedings relating to direct reports and implements corrective measures;
- Conducts Performance Appraisal monthly, quarterly, and annually;
- Reviews, approves, and submits Leave Application for Direct Reports to the relevant Department/Personnel so that their record can be updated.

Required Knowledge, Skills and Competencies

- Knowledge of GOJ Records Management policy
- Knowledge of Access to Information Act
- Mass communication techniques
- Press releases and speech writing
- Confidentiality
- Customer oriented
- Knowledge of Databases
- Detail oriented
- Analytical
- Attention to details
- Knowledge of PMES
- Experience monitoring copyright compliance
- Demonstrated ability to handle all types of media in the Public and Private Sector
- Proficiency in Record Management Systems
- Proficiency in the use of Microsoft Office Suite

Minimum Required Qualification and Experience

- Bachelor's Degree in Library and Information Studies OR Public Affairs, Communications, Social Marketing, Public Relations, or equivalent;
- Five (5) years' experience in library/public affairs in an organization of similar size and complexity.

Special Conditions Associated with the Job

- Required to participate in expos;
- Required to work beyond normal working hours and on weekend.

2. Library Technician (Level 4)

Job Purpose

The position of Library Technician provides a variety of clerical and administrative tasks that support the overall objectives of the Documentation Centre, such as cataloguing and classification of materials, data input, digitizing materials, assisting in the provision of reference services, and circulation procedures.

Key Responsibilities

- Records the addition of new materials; (monographs, audio-visuals) and periodicals. on visible index;
- Lists materials in the WRA's Library Database methodically;
- Assigns appropriate classification and index for all materials;
- Ensures that materials are properly stored to allow for easy and timely retrieval;
- Ensures that publications are not removed without authorization;
- Uses WRA's Circulation Module Database to record the loan and return of materials to employees;

- Enters bibliographic data into WRA Library Database;
- Reproduces and creates posters, flyers, brochures, book markers and other memorabilia for expos/WRA activities and monitors booths at workshops and exhibitions;
- Locates and distributes journals, monographs and other information based on specific requests by internal and patrons and assists with the dissemination of information to internal and external stakeholders;
- Maintains records of equipment and stationery used in the Document Centre;
- Files, distributes and maintains the general documents of the Agency;
- Makes photocopy, print and bind materials for meetings and presentations;
- Prepares monthly reports detailing activities of the Document Centre;
- Converts paper materials and reports into electronic files;
- Mends torn pages, worn hinges and repair publications;
- Displays, arranges and pulls materials on and off the shelves and recommends weeding of outdated materials;
- Assists with social media pages.

Required Knowledge, Skills and Competencies

- Knowledge of Library Software
- Knowledge of Library Policies and Procedures
- Knowledge of computer operations
- Graphic Design skills
- Communication skills
- Customer Relations
- Attention to details
- Technical skills
- Methodical
- Ability to work on own initiative
- Teamwork and Collaboration
- Business Conduct and Ethics
- Experience in Cataloguing, Acquisition, Circulation
- Understanding of Social Media Management
- Records and Database Management
- Report Writing and reference queries
- Proficiency in the use of Microsoft Office Suite

Minimum Required Qualification and Experience

- Associate Degree in Library Studies;
- At least two (2) years' experience working in a Science Library.

Special Conditions Associated with the Job

- Required to participate in expos.
- May be required to work outside normal working hours.

Applications accompanied by résumés should be submitted **no later than Friday, 28th October, 2022 to:**

**Director, Human Resources Management and Administration
Water Resources Authority
Hope Gardens, P.O. Box 91
Kingston 7**

Email: hrm@wra.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**