



**CIRCULAR No. 435**  
**OSC Ref. C.6608<sup>9</sup>**

**12<sup>th</sup> 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 **National Library of Jamaica**:

1. **Manager, Preservation and Conservation (PIDG/AR 6) – (Vacant)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3) – (2 vacant posts)**, salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post.
3. **Senior Library Assistant 2 (PIDG/AR 2) – (Vacant)**, salary range \$852,190 - \$1,012,987 per annum and any allowance(s) attached to the post.
4. **Restorer 2 (PIDG/AR 2) – (Not Vacant)**, salary range \$14,642 - \$17,405 per week and any allowance(s) attached to the post.

1. **Manager, Preservation and Conservation (PIDG/AR 6)**

**Job Purpose**

The Manager, Preservation and Conservation, manages the preservation and conservation of the Library's paper-based collection, through the use of traditional, new and emerging preservation techniques to ensure the collection is maintained in a usable condition for current and future generations.

**Key Responsibilities**

***Administrative:***

- Prepares and submits to the Divisional Head, short and long term objectives of the Branch;
- Prepares quarterly and annual reports on the work of the Branch;
- Compiles and submits monthly Statistical Reports for the Branch;
- Submits to the Divisional Head, Annual Estimates of Expenditure and lists of supplies required;
- Co-ordinates the visits of groups to the Preservation and Conservation Branch;
- Manages the inventory of all supplies in the Branch;
- Maintains professional contact and liaises with other individuals and organizations locally and overseas, in the areas of preservation and conservation;
- Attends and contributes to meetings and conferences involving conservation and conservation techniques as directed;
- Keeps abreast of current professional practices and development, information technologies and research applicable to preservation and conservation;
- Stays current with theoretical discourse and best practices in the field through literature review and attends presentations, conferences and mid-career training;
- Supervises the Branch to ensure that it operates efficiently and that all repair/restoration work is carried out on a timely basis and in accordance with accepted conservation and preservation standards;
- Interacts professionally with a broad range of clients concerning Conservation and Preservation projects, both in person and over the telephone/email;
- Co-ordinates the organization's membership in professional associations;
- Participates in meetings pertinent to role and function.

***Technical:***

- Provides leadership and direction by developing a comprehensive Library Preservation Programme by:
  - ✓ Defining and prioritizing preservation and conservation needs
  - ✓ Establishing goals, objectives, plans and their implementation in alignment with the Library's strategic direction;

- Plans, performs and documents conservation treatments for a broad range of materials including books, manuscripts, maps, prints and all other paper-based collections;
- Co-ordinates the workflow of the Preservation and Conservation Branch;
- Performs a broad range of specialized treatments to stabilize and preserve paper-based Library material;
- Performs condition and vulnerability assessments; collaborates to develop and prioritize strategic treatment solutions for individual items and collections and prepares written and photographic treatment documentation;
- Provides direction and advice on salvaging priorities in the event of an emergency affecting the paper-based Library materials;
- Provides guidance regarding the use of traditional and emerging preservation techniques, equipment and methodologies;
- Manages the planning and development of the conservation facilities and services by:
  - ✓ Overseeing the maintenance of equipment
  - ✓ Co-ordinating the delivery of services to clients
  - ✓ Procuring supplies and equipment;
- Serves as a consultant for all projects involving storage and preservation spaces;
- Resolves problems, provides information and instructs on matters related to preservation, conservation, handling and display of Library materials;
- Investigates, recommends and implements new strategies and technologies to address challenges to long-term preservation and access;
- Co-ordinates training in preservation and conservation practices for Library staff and Library users;
- Participates in the creation of finding aids and/or other tools to facilitate user access to archival collections;
- Co-ordinates Preservation Assessment Surveys of the Collection to ensure that materials are housed under optimum conditions;
- Identifies and selects materials for repair/restoration;
- Directs the restoration/repair and/or the binding of all materials sent to the Branch;
- Conducts research to determine that all appropriate tests, including chemical analyses, are made to Library resources prior to restoration work;
- Identifies items for which protective enclosures will be the most effective preservation option;
- Directs the preparation and mounting of material for exhibitions.

***Human Resource:***

- Participates in the selection and recruitment of staff for the Branch;
- Conducts performance appraisals for staff;
- Conducts Branch meetings as directed;
- Provides planned and Ad-hoc guidance and training on aspects of preservation and conservation for direct reports, Library staff and the public;
- Supervises all staff in the Preservation and Conservation Branch;
- Participates in the orientation of new employees and Fieldwork students to the National Library;
- Performs other duties as assigned.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Customer and Quality Focus
- Ability to work in a team

***Functional:***

- Knowledge of Preservation and Conservation
- Research and reference skills
- Excellent people management skills
- Knowledge of Information communication technology
- Excellent planning and organizing skills
- Excellent leadership skills
- Training and Development skills
- Data Management skills

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

- Degree in Library or Archival Studies from a recognized/accredited programme;
- Five (5) years' experience in working in a Library environment, three (3) years of which should be at a supervisory level;
- Recognized qualification in conservation of paper resources from an accredited institution would be an asset;
- Knowledge and experience of preservation and conservation techniques, issues and emerging trends would be an asset.

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

- Exposure to fumes from chemicals (e.g. alcohol mixed with klucel g powder) used to treat material;
- Exposure to dust and mouldy environment;
- Will be required to work outside of normal working hours, to include weekends.

## **2. Senior Secretary (OPS/SS 3)**

### **Job Purpose**

The Senior Secretary provides administrative and secretarial support to ensure the smooth operation of the User Services and Conservation Division.

### **Key Responsibilities**

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

- Performs general administrative duties such as word processing, answering telephones, sending fax and retrieving and sending electronic and/or printed correspondences;
- Provides support for the User Services and Conservation Division as directed;
- Provides support for the Audio-visual and Micrographics Branch as required;
- Provides support for the following Committees: Building and Facilities, Disaster Management, Preservation and Conservation, Procurement and Staff Meetings by;
  - ✓ Making arrangements for venue/meeting room and refreshments, projector, etc.
  - ✓ Recording and transcribing Minutes and ensuring its circulation prior to meetings
  - ✓ Drafting agenda and reports for meetings
  - ✓ Preparing and compiling documents for review/circulation;
- Develops and monitors Calendar and Diary for meetings, assignments and events;
- Organizes and maintains an effective filing system that allows security and speedy retrieval of documents/information;
- Researches files and consults officers as directed to procure information needed for replies to correspondence and other requests;
- Monitors telephone calls, records messages and makes contact with internal/external personnel to obtain or impart information within scope of authority;
- Schedules appointments, meetings and events;
- Maintains the Diary of appointments and timelines for the Director and or Manager as directed;
- Processes reports, letters and other documents for dispatch;
- Ensures that urgent matters are re-routed for immediate attention in the absence of the Manager/Director;
- Makes photocopies of documents and collates as required;
- Prepares and maintains adequate supply of official forms/documents in area of responsibility;
- Provides relief support for the switchboard;
- Exhibits professionalism, tact, diplomacy and confidentiality to promote good working relationship among staff members;
- Keeps abreast of guidelines, policies, procedures and legislation impacting deliverables in areas of responsibility;
- Prepares report as directed;
- Maintains database as required;
- Performs any other duties assigned from time to time.

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

#### ***Core:***

- Good oral and written communication skills
- Customer and Quality Focus
- Ability to work in a team

#### ***Technical:***

- Knowledge of Administrative Management
- Data Management skills
- Records Management skills
- Knowledge of Information Communication Technology
- Good planning and organizing skills
- Knowledge of office protocol, practices and procedures
- Knowledge of the Organization's/Department's roles and functions
- Ability to use judgment and initiative

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

- Certified Professional Secretary (CPS/CAP) Designation with proficiency in word processing at a speed of 50-55 words per minute and English Language at CXC or equivalent level, **or** four to five (4 - 5) years' general office experience, plus the appropriate Office Professional Training Course at the Management Institute for National Development, or any combination of related training and experience;
- Training in the use of the relevant software applications.

### **Special Condition Associated with the Job**

- May be required to work outside of normal working hours from time to time, to include weekends

### **3. Senior Library Assistant 2 (PIDG/AR 2)**

#### **Job Purpose**

Under the direction of the Manager, Audio-visual and Micrographics, the Senior Library Assistant 2 assists with collating data on audio-visual and related items for documentation, preservation, storage and access.

#### **Key Responsibilities**

- Checks items to verify inclusion of accompanying documents as stated;
- Affixes labels to documents;
- Checks shelves for accuracy in re-filed items;
- Enters data on sound and moving images into the KOHA Database;
- Maintains Inventory Records of audio-visual collections, such as films and the various formats of audio and video recordings;
- Researches and enters important biographical information on artistes into the OCLC WorldCat database;
- Assists with scheduling appointments for the public viewing and listening services offered by the Branch;
- Assists clients in identifying accurate and appropriate information;
- Assists in the maintenance of records of clients' requests and staff responses.

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

#### ***Core:***

- Good oral and written communication skills
- Customer and Quality Focus
- Ability to work in a team

#### ***Functional:***

- Research and Reference skills
- Knowledge of Preservation and Conservation

- Database management skills
- Records Management skills
- Knowledge of Information Communication Technology

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

- Library Technical Certificate/Associate Degree in Library Studies, **or** five (5) CXC subjects or equivalent, including English Language and History/English Literature;
- Two years' experience as a Library Assistant.

#### **Special Condition Associated with the Job**

- May be required to work outside of normal working hours, to include Saturdays.

### **4. Restorer 2 (PIDG/AR 2)**

#### **Job Purpose**

Under the direction of the Bindery Supervisor the incumbent is responsible for the repair, binding and conservation of books, periodicals and pamphlets.

#### **Key Responsibilities**

- Repairs books, pamphlets and periodicals in consultation with Chief Restorer;
- Participates and assists in a wide range of preservation/preventive conservation activities, including disaster preparedness and recovery, pest management, minor mould remediation, examination and preparation of materials for loan and environmental monitoring;
- Assists in the provision of care and handling protocol and education to support active use of the collection;
- Creates custom protective enclosures, such as pamphlet boxes, acid free enclosures and other preventative solutions;
- Assists with the maintenance of work areas in the Conservation Laboratory;
- Labels books using stamp press machine;
- Assists in mounting exhibitions and displays;
- Keeps abreast of current practices and developments, technology and research applicable to preservation and conservation;
- Performs data entry;
- Prepares monthly reports;
- Assists in the orientation of new employees;
- Participates in Library Tours;
- Performs other duties assigned from time to time.

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

##### ***Core:***

- Good oral and written communication skills
- Customer and Quality Focus
- Ability to work in a team

##### ***Functional:***

- Knowledge of Preservation and Conservation

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

- Four (4) CXCs or equivalent including English Language, **or** training in Bindery and/or preservation and conservation work;
- One (1) year related working experience.

#### **Special Condition Associated with the Job**

- Exposure to chemicals when undertaking conservation work;
- Exposure to dusty and/or mouldy conditions;
- Required to wear protective gears when working with material;

- Will be required to work outside of normal working hours, to include weekends.

Applications accompanied by résumés should be submitted **no later than Wednesday, 26<sup>th</sup> October, 2022, to:**

Director, Human Resource Management and Administration  
National Library of Jamaica  
12 East Street  
Kingston

Email: [nljhrm@nlj.gov.jm](mailto:nljhrm@nlj.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