



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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9th December, 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 **National Library of Jamaica**:

1. **Librarian 3 (PIDG/LB 3)**, salary range \$1,504,491 - \$1,788,367 per annum and any allowance(s) attached to the post.
2. **Payroll Officer (FMG/AT 2)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.

1. Librarian 3 (PIDG/LB 3)

Job Purpose

Under direction of the Manager, Special Collections the incumbent contributes to the organization and maintenance of the special collections resources through the use of standardized bibliographic and cataloguing tools. The job holder also provides reference and information services to library users.

Key Responsibilities

- Performs original cataloguing of Special Collections resources according to international standards to facilitate identification, access and use;
- Produces and maintains quality bibliographic records through strong knowledge and application of international standards;
- Accessions and indexes special collections resources;
- Contributes to the development of finding aids and guides to facilitate access to special collections resources;
- Assists in the creation and maintenance of authority of records to improve resource access;
- Participates in the shelving and storage of special collections resources for adherence to classification schemes, rules and standards conducive to the retrieval and preservation of the collection;
- Identifies items for conservation;
- Contributes to the preservation of special collections materials;
- Ensures compliance with the conditions for reproduction;
- Maintains systems/records/databases of material sent and received from the Bindery;
- Provides research and Information services to Library users;
- Participates in the mounting of exhibitions and displays;
- Supports the development and delivery of training programmes;
- Assists with Library tours and Library Orientation;
- Keeps abreast of current professional practices and developments, Information Technologies and research applicable to special collections resources;
- Prepares Monthly Progress Reports;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Good research and reference skills
- Acquisition and Collection Development
- Preservation and conservation

- Cataloguing and classification
- Data Management
- Information Communication Technology
- Good leadership skills
- A strong demonstrated background in West Indian and Jamaican History
- Knowledge of the organization and classification of Special Collections Resources

Minimum Required Qualification and Experience

- First Degree in Librarianship from a recognized University;
- Three (3) years' experience working in a library environment.

Special Conditions Associated with the Job

- Required to work beyond normal working hours to include Saturday and or Sunday.

2. Payroll Officer (FMG/AT 2)

Job Purpose

Under the direction of the Director Finance and Accounts the incumbent is responsible for the accurate and timely preparation of all salary related matters in accordance with established guidelines.

Key Responsibilities

Technical/Functional:

- Effects all salary payments by:
 - ✓ Checking and addressing matters relating to payroll and liaise with HR for any necessary adjustments
 - ✓ Inputting new employee data into the Payroll System
 - ✓ Calculating and inputting allowances, increments, new appointments and salary in lieu of leave
 - ✓ Preparing and printing employee pay register and advice
 - ✓ Uploading employees salary to the Electronic Banking System
- Facilitates pension payments by:
 - ✓ Calculating and effecting payments
 - ✓ Preparing pension related documents
 - ✓ Uploading pension to the Electronic Banking System
 - ✓ Preparing Salary Deduction Vouchers and Letters
 - ✓ Preparing Payroll Journals and reconciliations
 - ✓ Preparing Health Insurance summaries
 - ✓ Preparing salary related statements, forms and letters
 - ✓ Preparing and submits statutory returns
 - ✓ Maintaining an efficient Filing System for all payroll related matters
 - ✓ Maintaining Loans Registers
 - ✓ Preparing Annual Wage Bill Report
 - ✓ Assisting with the preparation of the Annual Budget
 - ✓ Assisting with the preparation of responses to audit queries
 - ✓ Preparing Salary Estimates and Expenditure Reports
 - ✓ Preparing Statutory Declaration Reports
 - ✓ Assisting with preparation of schedules for financial statements
 - ✓ Submitting reports
 - ✓ Performing other related duties as assigned.

Required Knowledge, Skills and Competencies

Core:

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

Technical/Functional:

- Finance and Business Acumen
- Data Management
- Good Records Management

- Information Communication Technology
- Knowledge of the Financial Administration and Audit (FAA) Act
- Knowledge of the Government of Jamaica's staff policies and practices
- Proficient in the use of relevant computer systems and applications

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA-CAT Level 2; **or**
- Certificate in Accounting from a recognized University e.g. U-Tech; **or**
- Associate of Science Degree in Accounting, MIND;
- Government Accounting Level 2, Modules 1-5, MIND;
- Two (2) years related work experience.

Special Condition Associated with the Job

- Required to work outside normal working hours to include Saturdays.

Applications accompanied by résumés should be submitted **no later than Thursday, 22nd December 2022 to:**

**Director, HRM and Administration
National Library of Jamaica
12 East Street
Kingston**

Email: 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**