



## 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](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 66**

**OSC Ref. C.5851<sup>19</sup>**

**8<sup>th</sup> February, 2023**

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. **Public Relations and Marketing Officer (MCG/IE 3)**, salary range \$2,735,387 – \$3,678,791 per annum.
2. **Librarian/Research Officer (PIDG/LB 2)**, salary range \$2,190,302 – \$2,945,712 per annum.
3. **Executive Secretary 1 (OPS/SS 4)**, salary range \$1,753,837 – \$2,358,715 per annum.
4. **Office Attendant (LMO/TS 2)**, salary range \$14,567 – \$19,591 per week.

#### **1. Public Relations and Marketing Officer (MCG/IE 3)**

##### **Job Purpose:**

Under the direction of the National Librarian, the Public Relations and Marketing Officer is responsible for developing and implementing public relations and marketing, public education, and income earning programmes in order to advance awareness, visibility and understanding of the purpose and functions of the National Library of Jamaica.

##### **Key Responsibilities**

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

- Implements the Public Education Programme by:
  - ✓ Preparing and arranging publicity and visibility for the Library's events
  - ✓ Co-ordinating the design, production and distribution of the Library's marketing material e.g. newsletters, brochures, press kits, etc.
  - ✓ Co-ordinating and assisting in the designs and delivery of presentations to NGOs, service clubs, high schools and tertiary institutions etc.
  - ✓ Providing support to the Library's Outreach and Publicity Programmes (Exhibition launches, book deposits, school tours, in house tours and open days etc.)
  - ✓ Emceeing events as directed
  - ✓ Preparing Press Releases
  - ✓ Arranging media coverage of the Library's events
  - ✓ Arranging media interviews as needed
  - ✓ Monitoring Media Reports to determine follow up action and intervention
  - ✓ Maintaining the Library's Wikipedia page
  - ✓ Representing the National Library of Jamaica on Committees as directed
- Supports Special Events and Poet Laureate Programmes by:
  - ✓ Planning and implementing events as directed
  - ✓ Liaising with the Director, Special Programmes for Poet Laureate events planning and implementation
  - ✓ Maintaining the Poet Laureate Webpage
  - ✓ Providing administrative support for Poet Laureate Committee Meetings in the absence of the Director, Special Programmes
- Supports the Income Earning Programmes by:
  - ✓ Examining materials in the collection which could be reproduced for sale and prepares related proposals
  - ✓ Promoting sale of publications
- Co-ordinates the Marketing Programme by:
  - ✓ Assisting in the preparation of Public Relations and Marketing Budget
  - ✓ Securing quotations from media houses and advertising Agencies
  - ✓ Scanning print media daily for possible marketing synergies and names of journalists

- ✓ Creating and maintaining the databases of the Friends of the National Library of Jamaica and the relevant media contacts
- Performs any other related duties that may be assigned from time to time.

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

- Excellent oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Public Relations and Marketing
- Good planning and organizing
- Information communication technology
- Cost initiative proposal writing
- Culture and Heritage Studies
- Knowledge of Public Sector operations
- Excellent research and analytical skills
- Knowledge of proposal writing and requirements from donor agencies
- Sound knowledge of Government communication policies and protocols
- Sound knowledge of the Jamaican cultural and educational environment
- Proficiency in Microsoft Office, Desktop publishing and social media applications

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

- Associate Degree in Media and Communication or relevant discipline;
- Two (2) years' experience in a similar organization.

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

- Required to work outside of regular hours to include Saturdays and Sundays.

### **Librarian/Research Officer (PIDG/LB 2)**

#### **Job Purpose:**

Under the direction of the Manager, Special Collections the incumbent provides research and reference support to satisfy the information needs of users and broadening awareness of Library resources through outreach programmes.

#### **Key Responsibilities**

- Utilizes specialist subject knowledge to assess and analyse various information resources to satisfy the research needs of users;
- Conducts research that contributes to the Library's intellectual output;
- Provides Research and Information services to Library users;
- Contributes to the Organization of the collection to facilitate access;
- Participates in the shelving and storage of Library resources for adherence to classification schemes, rules and standards conducive to the retrieval and preservation of the collection;
- Assists with the delivery of staff training;
- Conducts Library Tours;
- Participates in the co-ordination and delivery of exhibitions;
- Promotes the Library's resources through participation in Outreach Programmes;
- Liaises with the Digital Resources Development Branch regarding requests for reproduction of Library resources;
- Assists with the indexing of Library resources;
- Maintains a record of permissions granted to reproduce resources from the Library's collection for publication;
- Keeps abreast of current professional practices, developments, and research within area of responsibility;
- 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
- Customer and quality focus

- Teamwork and co-operation

***Functional:***

- Research and reference skills
- Acquisition and collection development
- Preservation and conservation
- Records Management skills
- Information communication technology

**Minimum Required Qualification and Experience**

- Bachelor's Degree in History;
- A strong demonstrated background in West Indian and Jamaican History;
- Excellent knowledge of Jamaican and West Indian research resource;
- One (1) year related working experience.

**Special Condition Associated with the Job**

- Required to work outside of regular hours to include Saturdays and Sundays.

• **Executive Secretary 1 (OPS/SS 4)**

**Job Purpose:**

Under the direction of the National Librarian, the Executive Secretary provides secretarial and administrative support to the office of the National Librarian to ensure the smooth operation of the Executive Office.

**Key Responsibilities**

***Technical/Professional:***

- Performs general administrative duties such as word processing, answering telephones, send faxes and sending and retrieving correspondences;
- Receives, sorts and records all incoming correspondence to the Executive Office;
- Records and distributes documents to the relevant Departments;
- Keeps and operates the stamp imprest;
- Makes travel arrangements and prepares submissions to the relevant Ministry/Authority
- Provides support for meetings by;
  - ✓ Making arrangements for venue/meeting room, refreshments, projector, etc.
  - ✓ Recording and transcribing Minutes
  - ✓ Drafting agenda and reports for meetings
  - ✓ Preparing and compiling documents for review/circulation
  - ✓ Advising the National Librarian of related actions from meetings
  - ✓ Ensuring the circulation of Minutes prior to meetings.
- Provides Board of Management support by:
  - ✓ Co-ordinating Board Meetings
  - ✓ Recording, transcribing and distributing Minutes
  - ✓ Ensuring dissemination of material and policies to Board Members
  - ✓ Preparing/compiling meeting documents and ensures follow through with post meeting actions and decisions
  - ✓ Maintaining Board binder of all Board Meetings documentation
  - ✓ Maintaining an up to date Board Member Contact List
  - ✓ Maintaining communication with Board of Management Members as requested
- Develops and monitors Calendar and Diary for meetings, appointments, assignments and events for National Librarian;
- Receives and hosts visitors on behalf of the National Librarian;
- Organizes and maintains an effective Filing System that allows speedy retrieval of documents/information;
- 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;
- Assists in the preparation of the Corporate and Operational Plans;
- Monitors telephone calls, records messages and makes contact with internal/external personnel to obtain or impart information within scope of authority;
- Processes reports, letters and other documents for dispatch;

- Ensures that urgent matters are re-routed for immediate attention in the absence of the National Librarian;
- Arranges for the printing, making photocopies and binding of documents as required;
- Maintains adequate supply of official forms/documents for the Executive Office;
- Provides administrative support for the following meeting:
  - ✓ Finance and Investment Committee
  - ✓ Audit Committee
- Identifies and resolves routine problems and situations that may hinder the effective workflow in the Executive Office;
- Prepares report as directed;
- 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.
- Performs any other related duties that may be assigned from time to time.

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

- Good oral and written communication skills
- Teamwork and co-operation
- Customer and quality focus
- Administrative Management
- Good Records Management skills
- Good planning and organizing skills
- Information communication technology
- Good leadership skills
- Knowledge of office management principles, practices and procedures
- High level of professionalism, confidentiality and integrity
- Well-developed communication and 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 level;
- Five (5) years' proving support at the executive level plus the appropriate Administrative Management programme at the Management Institute for National Development; or a combination of related training and experience.

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

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

### **Office Attendant LMO/TS 2)**

#### **Job Purpose:**

Under the direction of the Manager, Maintenance and Property, the incumbent is responsible providing ancillary/customer support services to include cleaning and maintenance of the working environment and dispatching and retrieving mails/ correspondence.

#### **Key Responsibilities**

- Cleans working environment;
- Provides maintenance for Reading Room by vacuuming shelves as assigned;
- Vacuums furniture and library resources as required;
- Cuts and mounts newspaper clippings;
- Provides attendant services for meetings and events by preparing the physical space and /or preparing and serving refreshments as directed;
- Delivers and collects mails/correspondence as directed;
- Removes goods and furniture as directed;
- Assists with routine building and facilities maintenance as directed;

- Provides customer support services at the Front Desk by:
  - ✓ Directing customers to the appropriate service areas
  - ✓ Ensuring that a record of users is maintained at the Front Desk
  - ✓ Receiving and storing bags at the counter
  - ✓ Directing users to lockers for storage of personal effects ensuring that locker keys are distributed and collected
  - ✓ Collecting incoming mails and forwarding to the Executive Office
- Provides relief support in the Print Room;
- Provides custodian services for the opening and closure of the library as directed;
- Performs any other related duties that may be assigned from time to time.

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

- Good oral and written communication skills
- Teamwork and co-operation
- Customer and Quality Focus
- Literacy and Numeracy

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

- Completion of Secondary Education;
- Functionally Literate;
- One (1) year related working experience.

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

- Required to work outside of normal working hours to include early morning and or late afternoon;
- Required to lift and move objects up to 30lbs;
- Moderate physical effort required involving bending and stretching;
- Stooping to inspect in confined spaces.

Applications accompanied by Résumés should be submitted **no later than Monday, 20<sup>th</sup> February, 2023 to:**

Director, HRM 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