



CIRCULAR No. 114
OSC Ref. C. 5851²⁰

9th March, 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/be assigned to the following posts in the **National Library of Jamaica**:

1. **Audio-visual Co-ordinator (MCG/AVP 4) - (Vacant)**, salary range \$4,060,697-\$5,461,189 per annum.
2. **Records Manager (PIDG/RIM 5) - (Contract)**, salary range \$2,735,387 - \$3,678,791 per annum.
3. **Senior Secretary (OPS/SS 3) - (Vacant)**, salary range \$1,370,094 - \$1,842,625 per annum.

1. Audio-visual Co-ordinator (MCG/AVP 4)

Job Purpose

Co-ordinates and supervises the technical service operations of the Audio-visual (AV) and Micrographics Branch.

Key Responsibilities

Technical:

- Supervises the AV operations by:
 - ✓ Ensuring that the transfer of AV materials to digital format is done to international standards
 - ✓ Providing guidance on the processing of AV materials
 - ✓ Monitoring and performing quality control checks
 - ✓ Determining the appropriate preservation and conservation methods to be applied to AV materials;
- Support the Head of Branch in supervising the AV operations by:
 - ✓ Co-ordinating workflow processes and procedures
 - ✓ Conducting quality control checks with regards to:
 - Completed digitization
 - Microfilming operations
 - Conversion of format
 - Transference of content
 - Access to information
 - Conservation and preservation of AV materials
 - Technical Training of staff in AV management
 - Maintenance of AV equipment
 - Sourcing/Procurement of equipment, software, and services
 - Maintenance of inventories of both collection and equipment
- Maintains the Department's equipment by:
 - ✓ Researching and advising on the maintenance and replacement of equipment as well as specifications and types of materials and software to be ordered
 - ✓ Diagnosing and resolving issues relating to AV media systems
 - ✓ Documenting the repairs and maintenance of AV media systems
- Co-ordinates the processing of AV queries by:
 - ✓ Consulting with clients to determine their needs
 - ✓ Maintaining contact with external stakeholders to satisfy information needs of clients;
 - ✓ Manages payment rate for research queries
 - ✓ Manages licensing agreements for permission to use collection
- Co-ordinates the installation of equipment (public address system, recording mechanisms, video recorders, etc.) used for events;
- Assists with the preparation of the budget by providing information on:

- ✓ The capital cost of purchasing new equipment, software, supplies and other tools
- ✓ The cost of servicing equipment
- Digitizes AV materials;
- Documents technical metadata for preservation and access to AV materials;
- Keeps abreast of standards, trends, and issues pertinent to role and function.

Administrative/Human Resource:

- Submit progress reports on work-related activities and other assigned projects;
- Monitors the Department's Work Plan for supervisees;
- Consults with the Head of Branch in the identification of training opportunities for staff;
- Assists in the appraisal of supervisees;
- Participates in the recruitment of staff;
- Participates in the orientation of staff;
- Conducts on-the-job training for supervisees;
- Represents the Organization of meetings, seminars and conferences as directed.

Required Knowledge, Skills, and Competencies

Core:

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

Functional:

- Preservation and conservation
- People Management
- Records Management
- Research and Information
- Digital Resources Technology
- Information communication technology
- Good planning and organizing skills
- Good leadership skills
- Knowledge of the techniques in Audio-visual preservation and conservation

Minimum Required Qualification and Experience

- Bachelor's Degree in Media Technology or related discipline and two years related experience Audio and sound engineering;
- Supervisory experience with certification in Supervisory Management;
- Working knowledge of best practices in digitization and experience using and supporting digital imaging and sound equipment, including digital cameras, mixers, and converters.

Special Conditions Associated with the Job

- Exposure to Vinegar-syndrome;
- Exposure to chemicals;
- Requires wearing protective gear when working with film;
- Required to lift and carry objects used in the performance of duties;
- Moderate physical effort is required involving bending and stretching;
- Operating within confined spaces;
- May be required to work outside of normal working hours at events to include Saturday and or Sunday as directed.

2. Records Manager (PIDG/RIM 5)

Job Purpose

The incumbent is responsible for developing, implementing, monitoring and maintaining the Records and Information Management Programme throughout the NLJ in compliance with policy, procedures and standards of the Jamaica Archives and Records Department (JARD). The Incumbent is required to manage the records throughout the Records Management Lifecycle within the required legal and regulatory framework.

Key Responsibilities

Professional/Technical:

- Manages the appraisal, retention, disposal, storage, maintenance and other aspects of the Library's Records Management Programme;
- Establishes and maintains a functional Records Management Business Classification Scheme;
- Maintains and supports the implementation of Retention Schedules to ensure the systematic review and disposition of records, including the transfer of records to the Jamaica Archives and Records Department;
- Carries out frequent reviews of existing Retention Schedules to ensure that they are compliant with relevant legislation, Records Management best practice and supports the operational needs of the National Library of Jamaica;
- Organises the disposal of records in accordance with their retention schedule;
- Develops and implements the policy and procedural framework to guide staff in the management and use of records;
- Reviews and approves requests for records disposition; co-ordinates transmittal and disposition of Agency records according to GOJ guidelines;
- Directs and co-ordinates the transfer, storage and disposal of inactive administrative records;
- Conducts surveys and reviews to ensure compliance with the Record Management procedures and standards;
- Provides advice/recommendations on the ongoing organization and storage of material to facilitate planning for future needs;
- Ensures compliance with record keeping requirements resulting from legislation, audit rules and other relevant regulations;
- Keeps current with emerging document management trends and current dominant technologies in Records Management;
- Develops and implements a structured Records Management Training and Development Programme;
- Reviews the organization of all incoming documents according to a Functional Classification Scheme;
- Maintains security and confidentiality of records;
- Reviews and authorizes the transfer of files to a secondary storage facility;
- Co-ordinates with the IT Branch to procure/develop a user-friendly, Computer-aided Records Management System to include file tracking and access control;
- Co-ordinates and leads the Library's Records and Information Management (RIM) Committee for the development and implementation of the GOJ RIM Policy.

Operates a centralised mail management service for the National Library of Jamaica by:

- Receiving all incoming correspondence by ensuring that all mails addressed to the Library are opened, recorded, stamped and routed to the appropriate Officer/Branch for action;
- Ensuring that confidential mails are recorded and routed unopened;
- Dispatching all outgoing mails;
- Managing and reconciling the Stamp Impress;
- Maintaining Value Book for cheques received for the Library;
- Dispatching the Drivers and Attendants with outgoing mail for delivery.

Management/Administrative:

- Compiles an Access to Information Manual containing dissemination of functions, duties, services of the Library and procedures for obtaining documents in sufficient detail to facilitate requests for access to records/information;
- Maintains and oversees Attendance Records;
- Prepares Annual/Quarterly/Monthly/Periodic Reports;
- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Prepares performance and other reports as required;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares Work Plans for direct reports;
- Contributes towards the development and delivery of a Records Management Training and Awareness Programme;
- Ensures business continuity in the event of a disaster.

Human Resource:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes as necessary;
- Provides leadership to staff through effective objective setting, delegation, and communication;

- Provides guidance to staff through coaching, mentoring, and training, providing assistance and support as needed;
- Participates in the recruitment of staff;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Department;
- Supervises all staff in the Registry;
- Participates in the Orientation of new employees and fieldwork students as directed;
- Maintains harmonious relationships with colleagues;
- Implements Occupational Health and Safety Programme within the Registry.

Customer Service:

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interest and needs of customers in business process design;
- 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
- Records Management; Databases and Software
- Excellent knowledge of relevant legislation (ATI Act and Archives Act)
- Information Communication Technology
- Good planning and organizing skills
- Good leadership skills
- Sound knowledge of the GOJ Records and Information Management Policy, Procedures and Standards
- Sound knowledge of international information governance requirements
- Knowledge of access to information and data protection requirements
- Working knowledge of disaster mitigation, preparedness, and response
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Knowledge of office management and administrative procedures and practices
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Ability to work independently and make sound and reasoned decisions
- Advanced IT skills in relation to Word, PowerPoint, and Excel

Minimum Required Qualification and Experience

- Degree in Archives and Records Management; **or**
- Degree in Library and Information Studies with Certification in Records Management;
- Two (2) year related working experience.

Special Conditions Associated with the Job

- Working environment involves possible exposure to dusty conditions;
- Require to do some amount of lifting, bending, stooping and walking in the performance of duties.

3. 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, faxing 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
- ✓ Drafting Agenda and reports for meetings
- ✓ Preparing and compiling documents for review/circulation
- ✓ Ensuring the circulation of Minutes prior to meetings
- 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 message 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 Manager/Director;
- Makes photocopies and collates documents 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 related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Administrative Management
- Data Management
- Good Records Management
- Information Communication Technology
- Good planning and organizing skills
- Knowledge of office protocol, practices and procedures
- Knowledge of the Organizational/Department's role and function
- 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 (4) to five (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 Conditions Associated with the Job

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

Applications accompanied by résumés should be submitted **no later than Wednesday, 22nd March, 2023 to:**

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

Email: nljhrm@nlj.gov.im

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 horizontal stroke extending to the right.

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