



Office of the Services Commissions

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CIRCULAR No. 321 **OSC Ref. C. 5851²¹**

17 July, 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 of in the **National Library of Jamaica**:

1. **Assistant Auditor (FMG/AS 1) (Contract) – Executive Office**, salary range \$3,094,839 - \$4,162,214 per annum.
2. **Senior Secretary (OPS/SS 3) – Human Resource Management and Administration Branch**, salary range \$1,550,136 - \$2,084,761 per annum.
3. **Web and Graphics Designer (MIS/IT 3) – Technical Services and Network Division**, salary range \$1,984,305 - \$2,668,670 per annum.

1. **Assistant Auditor (FMG/AS 1)**

Job Purpose

Under the direction of the Internal Auditor, the incumbent is responsible for the examination of transactions, records, and documents both financial and operational to determine compliance with the provisions of relevant laws, regulations, policies and rules.

Key Responsibilities

Professional/Technical:

- Verifies accounting and HR records/documents, document variances and makes recommendation for improvement;
- Assists with the inspection of the resources/ records;
- Assists with the examination and appraisal of financial and accounting practices, systems and procedures;
- Conducts Quarterly Audit of Petty Cash. Where variances are observed makes documentation and prepares Report for the Internal Auditor. Conducts impromptu check of Petty Cash;
- Conducts audit of Print Room and from time to time conducts impromptu check. Prepares Report of findings;
- Conducts Quarterly Audit of the Inventory Story. Documents variances and prepares Report;
- Audits the Fixed Asset Location Register Quarterly, ensures the asset is properly labelled and reports anomalies;
- Observes the process of goods received, verifies that the delivered items are the quality and quantity that were procured before they are commissioned. Documents anomalies and report findings;
- Documents and reports findings of the of all audits conducted to the Internal Auditor;
- Assists in the preparation of preliminary recommendations and drafting of Audit Reports;
- Conducts Exit Interview for audit;
- Maintains the Audit Records System;
- Performs any other related duties that may be assigned from time to time.

Administrative:

- Assists in the revision of the Organization's systems, operations, and processes to ensure compliance with Government of Jamaica's Guidelines such as procurement and reporting requirements;
- Assists in the development and maintains an internal Audit Manual;
- Assists in the co-ordination of activities in preparation for the Board of Management Audit Committee Meetings;
- Represents the Organization at meetings and other functions as directed;
- Assists with the development of the Branch's Operational Plan.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Teamwork and co-operation
- Quality Focus
- Adaptability and Integrity
- Good time management skills
- Good interpersonal skills i.e., the ability to interact positively with both internal and external clients

Technical:

- Analytical thinking
- Use of relevant application software
- Good planning and organizing skills
- Compliance to enforce government regulations
- Attention to detail
- Good problem solving and business acumen skills
- Knowledge of the Organization's mandate and objectives would be an asset
- Sound knowledge of the FAA Act and Government's accounting policies and procedures
- Working knowledge of the Public Bodies Management and Accountability (PBMA) Act

Minimum Required Qualification and Experience

- ACCA Level 1; or
- Associate Degree (Accounting and Finance, Business Administration); or
- Diploma in Accounts/Finance/Business Administration;
- One (1) year or more practical experience in accounting or relate field.

2. Senior Secretary (OPS/SS 3)

Job Purpose

Under the direction of the Director, Human Resource Management and Administration, the Senior Secretary provides administrative and secretarial support to ensure the smooth operation of the Human Resource Management and Administration Branch.

Key Responsibilities

Professional/Technical:

- Performs general administrative duties such as word processing, answering telephones, faxing and retrieving correspondences;
- Provides support for 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
 - ✓ Monitoring the schedule for secretarial support and devotion for Staff 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;
- 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;
- 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 HRM and Administration;
- Processes reports, letters and other documents for dispatch;
- Ensures that urgent matters are re-routed for immediate attention in the absence of the Director;
- Assists with the preparation of Human Resource/Staff Welfare activities and events;
- Assists with maintaining validity of vehicle particulars;
- Makes photocopies and collates documents as required;

- Prepares and maintains adequate supply of official forms/documents in the HRM Department;
- Provides administrative support for Human Resource Committee Meetings;
- Provides relief support for the Switchboard;
- Provides Administrative support in the Executive Office in the absence of Executive Secretary;
- Maintains a relief Telephone Operator Register/Schedule 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;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Administrative management
- Records management
- Data management
- Information communication technology
- Good planning and organizing skills

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 Condition Associated with the Job

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

3. Web and Graphics Designer (MIS/IT 3)

Job Purpose

Under the direction of the Director, Technical Services and Network, the Web and Graphics Designer is responsible for designing, implementing and maintaining the Library's Web presence as well as designing graphics for promotion of the Library's services and resources.

Key Responsibilities

- Designs, builds and maintains the Library's Website Server including protecting, operating and Content Management Systems;
- Maintains the Content Management System (WordPress) inclusive of dashboard, plugins, optimization, php coding and system versions;
- Conducts regular backup of websites;
- Conceptualizes and designs new webpages and re-design of existing webpages;
- Conducts usability testing on website to improve the User experience;
- Optimizes website performance;
- Conducts Security Risk Management Audit of websites and implement measures to mitigate against risk identified;
- Reviews website map/structure and effect corrective action;
- Recommends innovative solutions and customer interfaces to improve usability and content;
- Edits videos of promotional material for dissemination on platforms;

- Develops and initiates procedures for ongoing website updates and revisions;
- Develops and documents style guidelines for website content;
- Analyzes design needs and capture technical requirements of the various teams;
- Conceptualizes and designs graphics for social media platforms and exhibitions;
- Designs graphics and prepares publications to meet a variety of promotional materials.
- Collaborates with the Public Relations and Special Programmes Team Members to understand and implement designs for marketing and communication plans;
- Keeps abreast of new and emerging development in web and graphics design and implementing recommendations and best practices;
- Prepares Progress Reports.

Required Knowledge, Skills and Competencies

Core:

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

Functional:

- Information communication technology
- Data management
- Good Records Management skills
- Good leadership skills
- Familiarity with PHP, JavaScript, HTML and CSS
- Proficient in Adobe Suite of programmes
- Working knowledge of the Macintosh computer operating system
- Strong illustration and graphic design skills
- A solid understanding of web design and usability as well as current web standards
- Proficiency with WordPress or other content management system
- Familiarity with basic SEO and performance best practices
- Experience with Google Analytics
- Demonstrates experience in designing visual images and layout of material on web sites and other visual media
- Experience in designing for a wide spectrum of print and electronic mediums, including print, electronic, social networking, video and other emerging media
- Ability to work in an environment with multiple deadlines, with a demonstrated ability to prioritize and meet multiple requests

Minimum Required Qualification and Experience

- Bachelor's Degree in Information Technology or related field;
- Two (2) years related work experience;
- Training or demonstrated experience in graphics design.

Special Conditions Associated with the Job

- 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 Friday, 28th July, 2023 to:**

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

Email: nlijhrm@nli.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**