



Office of the Services Commissions

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12th 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 in the **Jamaica Library Service**:

1. **Director, Information Technology (MIS/IT 6) - Information Management/ Corporate Headquarters**, salary range \$4,594,306 – \$6,178,830 per annum.
2. **Deputy Director, Database and Network (MIS/IT 5) - Database and Networks/Information Technology Division (Headquarters)**, salary range \$3,770,761 – \$5,071,254 per annum.
3. **Deputy Director, Library Technology (MIS/IT 5) - Library Technology/Information Technology Division (Headquarters)**, salary range \$3,770,761 – \$5,071,254 per annum.
4. **Auditor (FMG/AS 2) - (Headquarters)**, salary range \$3,770,761 – \$5,071,254 per annum.

1. Director, Information Technology (MIS/IT 6)

Job Purpose:

Under the direct supervision of the Director General, the Director, Information Technology (MIS/IT 6) would develop and implement MIS Strategic Plan for the Jamaica Library Service (JLS) which promotes adaption of the Library Systems to informatics. This includes establishing the technical requirements and timetable for implementation of JLS Computer Network.

Key Responsibilities

- Develops and co-ordinates the overall programme of E.D.P operations of the JLS by evaluating corporate objectives and meeting with Senior Managers to develop suitable approaches to user requirements;
- Gives directions and supervision to all Sections of the E.D.P Division and keep subordinate staff informed of priorities and changes/developments in policy, plans and objectives;
- Administers and interprets the personnel functions for all E.D.P Division and keep subordinates staff informed of priorities and changes/developments in policy, plans and objectives;
- Evaluates training requirements and assistance with the design and delivery of user training programs for JLS staff;
- Co-ordinates, directs and evaluates the activities with the design and delivery of user training programmes for JLS staff;
- Represents personally the interests of the JLS in negotiations relating to E.D.P which may be considered important or urgent;
- Advises and keeps the Director General informed on E.D.P Strategic Plan and matters relating to corporate policy in the area of informatics;
- Establishes and monitors security procedures and Disaster Preparedness/Recovery Plans for JLS Computer Systems.

Required Knowledge, Skills and Competencies

- Sound knowledge of strategic and operational understanding of enterprise systems, risk management, Information Technology security and audit
- Sound knowledge of enterprise-wide Information Technology development and deployment processes
- Sound knowledge of Government of Jamaica Procurement Guidelines
- Ability to lead the development and implementation of large scale projects, Operational Plans and long term Strategic Plans
- In depth knowledge of practices and principles of library management, structures and systems of operations
- Dynamic leadership skills with the ability to train, motivate teams and build staff confidence

- Excellent communication and documentation skills

Minimum Required Qualification and Experience

- Post graduate Degree in Computer Science, Computer Engineering, Management Information Systems or a related discipline;
- Specialized qualification in one or more of the following (or closely related certification): information systems, information security and CISCO based networking, project management, database management;
- Experience in the analysis of user requirements and the design and implementation of enterprise systems;
- Five (5) years' experience in information systems operations with at least two (2) years at the middle management level.

2. Deputy Director, Database and Network (MIS/IT 5)

Job Purpose:

Under direct supervision from the Director of Information Technology, the Deputy Director, Database and Network will have responsibility to manage the design, implementation and management of a stable enterprise class network and relational database management system with relevant network based applications/systems that meets changing Organization needs. Co-ordinates and assist in staff training to ensure that the human asset of the Organization is equipped with the requisite knowledge to efficiently and effectively utilize deployed systems and is responsible for:

- ✓ The design, implementation, maintenance and management of technical, administrative and Library Technology Database Systems
- ✓ To co-ordinate and provide staff training in the use of information systems and database systems
- ✓ To supervise the administration of all data and communication network assets.

Key Responsibilities

- Assists with the evaluation of corporate objectives and meet with Senior Managers to develop suitable approaches that conform to and/or enhances the IT Policy of the Organization;
- Assists in the interviewing of personnel to ensure that the requisite competency exist that meet or exceed systems technical requirements;
- Develops technical specifications for sourcing or development of applications, database management systems, network architecture and supporting ICT infrastructure;
- Completes and again acceptance for design specification, system architecture;
- Manages the fine tuning of systems and Network Infrastructure;
- Assists in the evaluation and selection of multi-media information and learning resources;
- Assists the establishment and maintenance of Disaster Preparedness and Recovery Plans;
- Makes infrastructure recommendations that underpin e-library services;
- Supervises the addition, upgrade and maintenance of the Organization intra/internet infrastructure and web-based applications;
- Evaluates system requirements and recommends purchase, development and modifications;
- Ensures appropriate system security measures and define contingency and Disaster Recovery Plans;
- Maintains control of the structure, content, integrity replication, backup and access of the Organization Database Management System;
- Establishes and manages relevant and updated System Documentation and User Manual for all computer-based systems and network components;
- Assists with the acceptance testing of system components and the diagnosis of system errors;
- Develops or recommends training material and assists with the planning and implementation of training programmes;
- Trains the JLS System User to troubleshoot user specific problems, errors and discrepancies;
- Co-ordinates the implementation of database change requests;
- Assists with the preparation and monitoring of the Information Technology Division's Budget;
- Manages System Administrators and Support Personnel of the JLS Island wide data and communication networks;
- Oversees the addition and deletion of users from the enterprise network, after the requisite authorization;
- Liaises with supplier in the procurement and installation of computer systems hardware, software and network components;
- Provides technical guidance to staff.

Required Knowledge, Skills and Competencies

- Sound knowledge of emerging technology in the field of Information and Communication Technology, Radio Frequency ID, PC Access Management Technology, rational database management systems, knowledge management and computer network
- Sound knowledge of enterprise Library Management Systems and the mechanism required for implementation and management
- Working knowledge of project costing and management
- Strong oral and written communication and interpersonal skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, Computer Information System, Management Information System, Electronics, Electrical Engineering with Computer Science, Mathematics with Computer Science, Digital Technology or a closely related discipline;
- Certification in one or more of the following – CISCO Certified Network Associate (CCNA), Microsoft Certified System Engineer (MCSE), Certified Information System Security Professional (CISSP), Project Management Professional (PMP);
- Four (4) years' experience with at least two (2) years system administration experience in a library system.

3. Deputy Director, Library Technology (MIS/IT 5)

Job Purpose:

Under direct supervision from the Director of Information Technology, the Deputy Director, Library Technology is responsible to manage the design, implementation and management of a stable enterprise class integrated Library Management System with relevant network-based applications/systems that meets changing Organization needs.

Key Responsibilities

- Assists with the evaluation of corporate objectives and meet with Senior Managers to develop suitable approaches that conform to and/or enhances the IT Policy of the Organization;
- Ensures the implementation of operational objectives relating to the Organization's enterprise Library Management System according to established priorities. The implementation process should accord to non-disruptive nest practices;
- Assists in the interviewing of personnel to ensure that the requisite competency exists that meet or exceed systems technical requirements;
- Develops and documents technical specifications that conform to established standards for sourcing proposed Library Management Systems and makes recommendation regarding functionality, structure, systems choice supporting ICT Infrastructure;
- Completes and gains acceptance for the development of System Manual for conversion/migration/establishment of Marc records for system use and makes recommendations to satisfy training needs;
- Manges the fine tuning of Library Management and Support Systems to preserve the integrity of back-office processes of the Library Management System Database;
- Establishes and maintains the currency of the information retained in the system for local and on-line public access (OPAC) while ensuring that proper system documentation remains current;
- Assists in the evaluation and selection of multi-media information and learning resources;
- Assists the establishment and maintenance of Disaster Preparedness and Recovery Plans;
- Makes Infrastructure recommendations that underpin e-library services;
- Evaluates system requirements and recommends purchase, development and modifications;
- Maintains control of the structure, content, integrity, replication, backup and access of the Organization Library Management System;
- Establishes and manages relevant an updated system documentation and user manual for all relevant Library Management System technology;
- Assists with the acceptance testing of system components and the diagnosis of system errors;
- Develops or recommends training material and assist with the planning and implementation of training programmes
- Trains the JLS System user to troubleshoot user specific problems, errors and discrepancies;
- Assists with the preparation and monitoring of the Information Technology Division's Budget;
- Manages support personnel of the JLS Island wide network;
- Oversees the allowance and/or restriction of access to the Library Management Database System change requests, after the requisite authorization.
- Liaises with supplier in the procurement and installation of Library Management Support Computer Systems and relevant infrastructural components;

- Provides technical guidance to staff.

Required Knowledge, Skills and Competencies

- Sound knowledge of emerging technology in field information and Communication Technology, Radio Frequency ID, PC Access Management Technology, relational database management systems, knowledge management and computer networks
- Sound knowledge of enterprise Library Management Systems and the mechanism required for implementation and management
- Working knowledge of project costing and management
- Strong oral and written communication and interpersonal skills

Minimum Required Qualification and Experience

- A University degree in Library and Information Science, Computer Information System, Management Information System, or a closely related discipline;
- Certification in one or more of the following certification is desirably. Microsoft Certified: Database Administrator (MCDBA) or System Administrator (MCSA), Project Management Professional (PMP);
- Four (4) years' experience with at least two (2) years system administration experience in an academic, public or special Library.

4. Auditor (FMG/AS 2)

Job Purpose:

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. To conduct all audits across thirteen (13) parish Library Network and Headquarters, including, but not limited to financial, operational, information technology and Human Resource Audits.

Key Responsibilities

- Conducts auditing activities in accordance with Work Plan;
- Examines systems and records to determine compliance with the relevant laws, regulations, policies, procedures and guidelines;
- Prepares and submits Working Papers for review;
- Prepares preliminary recommendations and draft reports;
- Maintains confidentiality and security of audit files;
- Conducts Special Audits as required.

Required Knowledge, Skills and Competencies

- Very good knowledge of audit techniques and standards
- Very good knowledge of the FAA Act, Staff Orders of the Public Service and the Public Service Regulations
- Good knowledge of the Government Procurement Guidelines
- Very good written and oral communication skills
- Proficiency in the use of relevant computer applications
- Good data mining, analytical and critical thinking skills
- Very good interpersonal skills
- Very good problem-solving skills
- Detail oriented
- Good planning and organizing skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting, Finance, Management Studies; **or**
- ACCA Level 2 ;
- Certificate in Auditing Fundamentals (preferably from MIND);
- Two (2) years auditing experience preferably in a Government Ministry, Agency or Statutory Body;
- Certification in information technology audit would be an asset.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 25th July, 2023 to:**

Director General
Jamaica Library Service
2 Tom Redcam Drive
P.O. Box 58
Kingston 5

Email: dirgen@jls.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal line extending to the right.

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