



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 393

OSC Ref. C. 5851²²

28th September 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 **Jamaica Library Services (JLS)**:

1. **Director, Human Resource Management and Administration (GMG/SEG 3) – Corporate Headquarters Division**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Director, Public Library Network (GMG/SEG 3) – Corporate Headquarters/Public Libraries Division**, salary range \$4,594,306 - \$6,178,830 per annum.
3. **Planning and Research Officer (SOG/ST 6) – Corporate Suite Department**, salary range \$4,594,306 - \$6,178,830 per annum.
4. **Director, Special Projects (GMG/SEG 2) – Special Project Department**, salary range \$3,770,761 - \$5,071,254 per annum.

1. Director, Human Resource Management and Administration (GMG/SEG 3)

Job Purpose

The incumbent will be responsible for providing transformational/strategic leadership that will facilitate the development of an employee-oriented high-performance culture, that emphasizes empowerment, quality, productivity and standards; goal attainment and the recruitment and ongoing development of a superior workforce. The Director HRM&A will plan, direct, and promote the development and implementation of strategic HR policies, programmes and related interventions leading to the improved management of the Jamaica Library Service's Human Resource.

Key Responsibilities

- Plans and directs the Human Resource Management and administrative affairs of the JLS so as to ensure effective policies and procedures and management oversight of all Library activities by:
 - ✓ Directing the developing the development and implementation of manpower plan and staff welfare programmes
 - ✓ Developing, implementing and maintaining a recruitment and selection policy to guide manpower and workforce planning
 - ✓ Providing feedback or recommendations to Heads of Department/Unit on HR related issues or concerns
 - ✓ Co-ordinating Budget preparation for all support services
 - ✓ Implementing assets management policies and administrative procedures to accomplish the proper upkeep and maintenance of all JLS properties and assets
 - ✓ Managing the development, implementation and maintenance of human resource policies, documentation and services that foster optimal staff involvement.
 - ✓ Implementing and monitoring performance management and improvement systems
- Gives direction and supervision to the Director, Procurement, Deputy Directors for HRM and Administration and Building and Maintenance Officer;
- Administers and interprets the personnel function with respect to JLS staff in accordance with the Staff Orders for the Public Service and established JLS policies;
- Ensures that all Industrial Relations matters and legitimate staff complaints are speedily dealt with;
- Participates in the development of objectives;
- Co-ordinates the implementation of procedures to ensure the effectiveness of JLS administration, management controls and support services;
- Participates in JLS Policy Development and Strategic Planning and ensures that adequate Budget provision is sought and made to support approved programmes;

- Undertakes important purchasing negotiations and assist with the preparation of RFPs and the evaluation of quotations and tenders to ensure cost effective procurement arrangements personally;
- Holds regular briefing with Heads of Departments to review establishment, plans and support services provision to ensure that activities are performed at the required level;
- Ensures adequate security arrangements for JLS personnel and assets;
- Develops and implement training programmes for the Organisation's staff;
- Ensures an efficient and effective Corporate Filing System and Registry for the Organization;
- Ensures that policy decisions are documented and objectives specific to each area of operations are communicated to the relevant staff;
- As part of the Senior Management Team, participates in the development of the Organization's Strategic and Operational Plan.

Required Knowledge, Skills and Competencies

- Good leadership skills
- Good planning and organizing skills
- Good interpersonal skills
- Teamwork
- Good oral and written communication skills
- Negotiating and Persuading
- Good problem-solving, analysis and decision-making skills
- Strategic Management
- People Management
- Expert knowledge of administrative procedures, facilities management and service contracting
- Knowledge of industrial relations practices and ability to apply personnel management techniques and industrial psychology to problem solving
- Sound knowledge of the practices and principles of management
- Negotiation and Mediation skills
- Excellent knowledge of Government of Jamaica Human Resource Management policies and guidelines
- Ability to work and communicate with all levels
- Good knowledge of Public Service Regulations and the Staff Orders
- Good knowledge of Labour Laws and Industrial Relations practices
- Ability to use Microsoft Office Suite including Word, Excel and PowerPoint
- Highly developed interpersonal, analytical and negotiating skills

Minimum Required Qualification and Experience

- University Degree in Management Studies or a Social Science with a major in Human Resource Management;
- Formal training in Procurement, Assets management and Industrial Relations;
- Five (5) years' experience at a Senior Management level in a large multi-facility industrial, commercial or service organization with responsibility for general administrative functions.

Special Conditions Associated with the Job

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays.

2. Director, Public Library Network (GMG/SEG 3)

Job Purpose

To develop programmes and maintains an information base within the Public Library Network which will allow the public to access and use information, for any desired purpose.

Key Responsibilities

- Participates in Policy formation for the Library Network;
- Provides oversight, guidance and direction of administration of the Public Library Network operations;
- Translates policy objectives for the Public Library Network into Operational Plans and procedures;

- Administers and interprets the Human Resource policy for Public Library Network staff;
- Chairs Departmental/Regional Director's meeting and provide guidance and information for effective implementation of policies and plans;
- Co-ordinates with planners, civic groups and Regional Library Committees regarding the establishment/relocation/upgrading/closure of Public Library facilities;
- Implements procedures to ensure maintenance of collections;
- Plans and facilitates outreach programmes, workshops and seminars and participate in discussions in various forms on the status and development of information infrastructure in Jamaica;
- Co-ordinates and assists with preparation of estimates of expenditure and Annual Budget for public Library Network;
- Collates and assists with preparation of Jamaica Library Service Annual Reports and other reports which may be required from time to time;
- Represents the implementation of procedures to ensure adequate reporting and assets management within the Public Library Network;
- Keeps abreast of developments in library technology and recommends changes to Public Library Network operations;
- Acts for and represent the Senior Director, National Library Network when necessary;
- Advises and keep the Senior Director, National Library Network informed on all matters relating to the public network which are considered important or urgent or may require a decision at that level;
- Participates in the recruitment, selection and placement of staff for the Public Library Network;
- Assists with the development of staff training programmes;
- Participates as Lecturer in areas of specialization on in-house training/development initiatives;
- Represents the Director General as required;
- Reviews the performance, situation for promotion of Public Library Network staff and advice on matters relating to discipline and staff welfare;
- Assists with public Library Network forward planning;
- Monitors adherence to Collection Development Policy;
- Directs and advises staff on public Library Network policy and the allocation and distribution of information material;
- Monitors expenditures against Budget and ensure that proper reporting and accounting procedures are adhered to;
- Effects proper asset management within the Library network and initiate and direct investigations as necessary;
- Performs any other related duties that may be assigned in the interest of the Service from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of the Facilities Planning and Project implementation and monitoring techniques
- Expert knowledge of Public Library Systems
- Sound knowledge of library technology and information systems
- Highly developed analytical, interpersonal and communication skills

Minimum Required Qualification and Experience

- University Degree in Library and Information Science or any other Library designation from a recognized institution. Post graduate degree in Management, Organizational;
- Formal training in Budget preparation and the project development cycle;
- Three (3) years' experience in the Administration and Operations of a Library Network with at least one (1) year at a senior level in operations;
- One (1) year on the job experience with JLS at a senior level.

3. Planning and Research Officer (SOG/ST 6)

Job Purpose

To apply a variety of research techniques to uncover trends and make forecasts; also to co-ordinate the preparation of the Strategic and Operational Plans to support the achievement of the Organization's goals and objectives.

Key Responsibilities

- Applies statistical and research methods and techniques to the collection, compilation, computation, analysis and presentation of data;
- Collects and compiles data for use in the Strategic Planning Process;
- Prepares Periodic Reports and presentations to inform management's decision;
- Develops techniques and measurement methods and instruments that assess the effectiveness in the delivery of services offered by JLS;
- Monitors Library Users trends throughout the island-wide network.

Required Knowledge, Skills and Competencies

- Sound Knowledge of research tools and methods
- Excellent supervisory skills
- Excellent analytical and interpretive skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Economics, Statistics or related subject;
- Formal training in Research methods and Strategic Planning;
- Three (3) years' experience as a Research Officer at a supervisory level in a multi-divisional Organization.

4. Director, Special Projects (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Director General, the Director, Special Projects has the responsibility to develop, design and manage the implementation of Special Projects in an efficient manner to add value to organizational development.

Key Responsibilities

- Develops, designs and co-ordinates implementation/completion of Special Projects in the following areas:
 - ✓ Building and Physical Infrastructure
 - ✓ Books and other Library Resources
 - ✓ Information and Communication Technology
 - ✓ Programmes and Services
 - ✓ Any other areas identified and communicated
- Has responsible for the administration of the Special Projects Department;
- Provides oversight, guidances and directions for the administration of the Special Projects Portfolio;
- Researches and prepares project proposals in keeping with stated guidelines/rules and regulations;
- Identifies and researches potential funding opportunities;
- Establishes links with foundations and funding agencies both local and international;
- Contributes to the Organization's Strategic Plan – implementation and evaluation;
- Advises and keeps the Director General informed on all Special Project matters through meetings, reports and other format as agreed;
- Gives direction and supervision to all Special Project Departmental employees, and as applicable provide supervision of project;
- Associates with the Director of Finance manage the Capital Budgeting Portfolio;
- Participates in the preparation of the Annual Budget;
- Represents the interest of the Jamaica Library Service in negotiations regarding Special Projects funding and related matters personally;
- Ensures adherence at all times to the Government of Jamaica Procurement Guidelines;
- Utilizes all applicable technology to drive an efficient and effective Special Project Portfolio;
- Keeps abreast of all current development in Special Project management both at the local and international level;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent communication and administrative skills
- Knowledge of Public Sector operations

- Proficiency in the use of Microsoft applications including project management
- Working knowledge of capital budgeting
- Demonstrate skills to organize, direct and lead Special Projects
- Ability to exercise sound judgement in complex situations
- Strong analytical and financial skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public or Business Administration;
- Training in Project Management;
- Three (3) years' experience in Project Management;
- Two (2) years' experience in co-ordinating/administering projects funded by local and international Agencies/Organizations;
- Management of projects across industries – profit and not-for-profit.

Applications accompanied by résumés should be submitted **no later than Wednesday, 11th October, 2023 to:**

**Director General
Jamaica Library Service
2 Tom Redcam Drive
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.



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