

## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 351** **OSC Ref. C. 5851<sup>22</sup>**

**11<sup>th</sup> 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 **National Library of Jamaica**:

- **Manager, Preservation and Conservation (PIDG/AR 6) – User Services and Conversation Division**, salary range \$5,597,715 - \$7,528,305 per annum.
- **Records Manager (PIDG/RIM 5) (Contract) – Human Resource Management and Administration Branch**, salary range \$3,094,839 - \$4,162,214 per annum.
- **Web and Graphics Designer (MIS/IT 3) – Technical Services and Network Division**, salary range \$1,984,305 - \$2,668,670 per annum.
- **Payroll Officer (FMG/AT 2) – Finance and Accounts Branch**, salary range \$1,550,136 - \$2,084,761 per annum.
- **Office Attendant (LMO/TS 2) – Human Resource Management and Administration Branch**, salary range \$16,481 - \$22,166 per week.

#### **1. Manager, Preservation and Conservation (PIDG/AR 6)**

##### **Job Purpose**

The Manager, Preservation and Conservation manages the preservation and conservation of the library's paper-based collection, through the use of traditional, new and emerging preservation techniques to ensure the collection is maintained in a usable condition for current and future generations.

##### **Key Responsibilities**

###### ***Administrative:***

- Prepares and submits to the Divisional Head short and long-term objectives of the Branch;
- Prepares Quarterly and Annual Reports on the work of the Branch;
- Compiles and submits Monthly Statistical Reports for the Branch;
- Submits to the Divisional Head annual estimates of expenditure and lists of supplies required;
- Co-ordinates the visits of groups to the Preservation and Conservation Branch;
- Manages the inventory of all supplies in the Branch;
- Maintains professional contact and liaises with other individuals and Organizations locally and overseas in the areas of preservation and conservation;
- Attends and contributes to meetings, conferences involving conservation and conservation techniques as directed;
- Keeps abreast of current professional practices and development, information technologies and researches applicable to preservation and conservation;
- Stays current with theoretical discourse and best practices in the field through literature review and attending presentations, conferences and mid-career training;
- Supervises the Branch to ensure that it operates efficiently and that all repair/restoration work is carried out on a timely basis and in accordance with accepted conservation and preservation standards;
- Interacts professionally with a broad range of clients concerning conservation and preservation projects both in person and over the telephone/email;
- Co-ordinates the Organization's membership in professional associations;
- Participates in meetings pertinent to role and function.

###### ***Technical:***

- Provides leadership and direction by developing a comprehensive Library Preservation Programme by:

- ✓ Defining and prioritizing preservation and conservation needs
- ✓ Establishing goals, objectives, plans and their implementation in alignment with the Library's strategic direction
- Plans, performs and documents conservation treatments for a broad range of materials including books, manuscripts, maps, prints and all other paper-based collections;
- Co-ordinates the workflow of the Preservation and Conservation Branch;
- Performs a broad range of specialized treatments to stabilize and preserve paper-based library material;
- Performs condition and vulnerability assessments; collaborates to develop and prioritize strategic treatment solutions for individual items and collections and prepares written and photographic treatment documentation;
- Provides direction and advice on salvaging priorities in the event of an emergency affecting the paper-based library materials;
- Provides guidance regarding the use of traditional and emerging preservation techniques, equipment and methodologies;
- Manages the planning and development of the conservation facilities and services by:
  - ✓ Overseeing the maintenance of equipment
  - ✓ Co-ordinating the delivery of services to clients
  - ✓ Procuring supplies and equipment
- Serves as a consultant for all projects involving storage and preservation spaces;
- Resolves problems, provides information and instructs on matters related to preservation, conservation, handling and display of library materials;
- Investigates, recommends and implements new strategies and technologies to address challenges to long-term preservation and access;
- Co-ordinates training in preservation and conservation practices for library staff and library users;
- Participates in the creation of finding aids and/or other tools to facilitate user access to archival collections;
- Co-ordinates preservation assessment surveys of the collection to ensure that materials are housed under optimum conditions;
- Identifies and selects materials for repair/restoration;
- Directs the restoration/repair and/or the binding of all materials sent to the Branch;
- Conducts research to determine that all appropriate tests including chemical analyses are made to library resources prior to restoration work;
- Identifies items for which protective enclosures will be the most effective preservation option;
- Directs the preparation and mounting of material for exhibitions;
- Performs any other duties that may be assigned from time to time.

***Human Resource:***

- Participates in the selection and recruitment of staff for the Branch;
- Conducts Performance Appraisals for staff;
- Assists in the planning and execution of staff training courses in conservation;
- Conducts Branch meetings as directed;
- Provides planned and ad hoc guidance and training on aspects of preservation and conservation for direct reports, Library staff and the public;
- Supervises all staff in the Preservation and Conservation Branch;
- Participates in the orientation of new employees and fieldwork students to the National Library.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Good customer and quality focus
- Good teamwork and co-operation

***Function:***

- Good preservation and conservation skills
- Good research and reference skills
- Good People Management skills
- Information Communication Technology skills
- Good planning and organizing skills
- Good Leadership skills
- Training and Development skills
- Data Management skills
- Knowledge and experience of preservation and conservation techniques, issues and emerging trends would be an asset.

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

- Degree in Library or archival studies from a recognized/accredited programme;
- Five (5) years' experience in working in a Library environment with at least three (3) years in a supervisory level;
- Recognized qualification in conservation of paper resources from an accredited institution would be an asset.

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

- Exposure to fumes from chemicals (e.g. alcohol mixed with klucel powder) used to treat material;
- Exposure to dust and moldy environments;
- Required to work outside of normal working hours to include weekends.

## **2. Records Manager (PIDG/RIM 5) (Contract)**

### **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 support the operational needs of the National Library of Jamaica;
- Organizes 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 Records 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 for post 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**

***Core:***

- Excellent oral and written communication skills
- Good teamwork and co-operation
- Good customer and quality focus

***Technical:***

- Good knowledge of 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) years related working experience.

### **Special Condition 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. 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:***

- Proficiency in the use of information communication technology
- Data management skills
- 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.

#### **4. Payroll Officer (FMG/AT 2)**

##### **Job Purpose**

Under the direction of the Director Finance and Accounts, the incumbent is responsible for the accurate and timely preparation of all salary related matters in accordance with established guidelines.

##### **Key Responsibilities**

- Effects all salary payments by:
  - ✓ Checking and addressing matters relating to Payroll and liaise with HR for any necessary adjustments
  - ✓ Inputting new employee data into the Payroll System;
  - ✓ Calculating and inputting allowances, increments, new appointments and salary in lieu of leave
  - ✓ Preparing and printing employee Pay Register and advice
  - ✓ Uploading employees salary to the Electronic Banking System
- Facilitates pension payments by:
  - ✓ Calculating and effecting payments
  - ✓ Preparing pension related documents
  - ✓ Uploading pension to the Electronic Banking System
- Prepares salary deduction vouchers and letters;
- Prepares Payroll Journals and Reconciliations;
- Prepares health insurance summaries;
- Prepares salary related statements, forms and letters;
- Prepares and submits Statutory Returns;
- Maintains an efficient Filing System for all Payroll related matters;
- Maintains loans registers;
- Prepares Annual Wage Bill Report;
- Assists with the preparation of the Annual Budget;
- Assists with the preparation of responses to audit queries;
- Prepares Salary Estimates and Expenditure Reports;
- Prepares Statutory Declaration Reports;
- Assists with preparation of schedules for Financial Statements;
- Submits reports;
- Performs any other related duties that may be assigned from time to time.

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

##### **Core:**

- Excellent oral and written communication skills
- Good teamwork and co-operation
- Good customer and quality focus

**Technical:**

- Good knowledge of Finance and Business Acumen
- Good knowledge of Data Management
- Good knowledge of Records Management skills
- Information Communication Technology
- Knowledge of the Financial Administration and Audit (FAA) Act
- Knowledge of the Government of Jamaica's staff policies and practices
- Proficient in the use of relevant computer systems and applications

**Minimum Required Qualification and Experience**

- AAT Level 2; **or**
- ACCA-CAT Level 2; **or**
- Certificate in Accounting from a recognized University e.g. U-Tech; **or**
- Associate of Science Degree in Accounting, MIND; **or**
- Government Accounting Level 2, Modules 1-5, MIND;
- Two (2) years' related work experience.

**Special Conditions Associated with the Job**

- Required to work outside of normal working hours to include Saturday.

**5. Office Attendant LMO/TS 2)****Job Purpose:**

Under the direction of the Manager, Maintenance and Property, the incumbent is responsible for 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 skills

**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 Friday, 22<sup>nd</sup> September, 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.**



Desreen Smith (Mrs.)  
for Chief Personnel Officer (acting)