



**CIRCULAR No. 485**  
**OSC Ref. 6272<sup>18</sup>**

**20<sup>th</sup> November, 2023**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies fill the **vacant** post of **Photographer (MCG/AVT 2)** in the **Office of the Prime Minister (OPM)** , salary range \$2,478,125 - \$3,332,803 per annum.

**Job Purpose**

The Photographer is responsible for the micro photography and digitization of records in accordance with established procedures and standards, and carries out other photographic duties. The incumbent is also responsible for conducting tours for schools and other members of the public.

**Key Responsibilities**

- Takes and processes photographs of visitors to the Archives Unit and of special functions/events as requested;
- Reproduces photographs using a digital camera/scanner, edits and saves as required;
- Archives digitized images and maintains the database;
- Conducts tours and sensitization sessions on the microphotography and digitization process for schools and other members of the Public;
- Provides technical advice and onsite assistance to members of the public as it relates digitization, microfilming and duplication;
- Prepares estimates/pricing for digitization, microfilming and duplication of records;
- Microfilms, digitizes and edits (where necessary) heavily used and fragile records for preservation, exhibition and access;
- Photocopies documents as requested;
- Cleans and maintains the reprographic equipment in the Unit;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Integrity/Confidentiality;
- Excellent interpersonal and customer relations skills;
- Ability to exercise initiative and good judgement;
- Good colour coordination skills;
- Proficient in use of computer applications such as Microsoft Office Suite (Word, Excel, PowerPoint) and Photography (Photoshop);
- Knowledge of dark room operations;  
Knowledge of techniques, principles and equipment of modern photography including still photography;  
Excellent hand-eye co-ordination.

**Special Conditions Associated with the Job**

- Required to handle rare and fragile paper records;
- May be required to work outdoors and stand for long periods, at events or while conducting tours;
- Required to work beyond normal work hours, and on weekends as the need arises.

**Minimum Required Qualification and Experience**

- Six (6) CSEC/CXC/GCE O'Level subjects including English Language, a numeric and a science subject;
- Training in Photography from a recognised institution;
- One (1) year experience in photography/micrographics.

Applications accompanied by résumés should be submitted **no later than Friday, 1<sup>st</sup> December, 2023 to:**

Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.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