

Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 22

OSC Ref. C.6272¹⁸

10th January, 2024

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 **vacant** post of **Conservation Assistant (PIDG/AR 3)** in the **Audio-Visual Unit, Jamaica Archives and Records Department, Office of the Prime Minister**, salary range \$29,810 – 40,092 per week.

Job Purpose

Under the general supervision of the Senior Conservation Officer, the incumbent is responsible for assisting with the preservation of audiovisual records in the custody of the Jamaica Archives and other Government Departments and providing assistance to users of the audiovisual Unit in the use of materials.

Key Responsibilities

Administrative:

- Assists in the development and implementation of programmes for the Conservation Section;
- Assists in the preparation of estimates for the Section, lists of supplies and equipment;
- Provides support to the Senior Conservation Officer in the preparation of monthly, annual and other reports.

Technical:

- Inspects incoming and existing video records to determine their condition and transfers data to appropriate storage media formats;
- Previews videocassettes to determine readiness for transferring format;
- Assists with the recording, editing, indexing and duplication of tapes for preservation, training, research and educational purposes;
- Ensures that machinery and equipment are safe and in good working condition and assists with minor repairs and maintenance of equipment;
- Maintains an inventory control system of all preservation materials;
- Assists with the recovery and restoration of audiovisual records after a disaster;
- Supports archival procedures performed on records and monitors the effects on the records.

Other:

- Assists with the designing and delivery of technical training, seminars/workshop proceedings and provides technical advice on the preservation of audiovisual records;
- Attends meetings, seminars, workshops etc. on audiovisual preservation and management as necessary;
- Assists with the development of the Preservation Policy;
- Keeps abreast of trends and changes in the conservation and preservation of records and recommends their use, where applicable, to improve the work of the Unit;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Integrity/Confidentiality
- Good oral and written communication skills
- Good interpersonal and customer relations skills
- Good planning and organizing skills
- Good time management skills
- Ability to troubleshoot, identify, remove and replace defective parts and conduct minor repairs on videos and equipment
- Displays emotional resilience and the ability to withstand work pressure on an on-going basis
- Working knowledge of audiovisual equipment and operating techniques
- Working knowledge of the archives act

- Good knowledge of conservation and preservation techniques
- Competence in the use of relevant computer software/programmes

Minimum Required Qualification and Experience

- Certificate in Library Science from a recognized Institution;
- Five (5) CXC/GCE O'Level subjects including English Language and a numeric and science subject;
- Training in records management;
- One (1) year experience in a similar position in an Archival Organization, Library or Media House.

Special Conditions Associated with Job

- May be required to work outside of normal work hours and/or on weekends as the need arises;
- Required to handle rare and fragile audiovisual records.

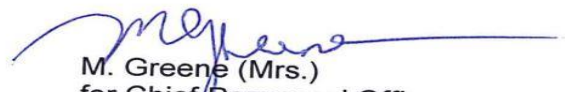
Applications accompanied by résumés should be submitted **no later than Tuesday, 23rd January, 2024 to:**

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

Email: 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.



M. Greene (Mrs.)
for Chief Personnel Officer