



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 49 **OSC Ref. C. 4858⁴⁶**

24th 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 be assigned following posts in the **Ministry of Agriculture, Fisheries and Mining**:

- 1. Library Assistant 2 (PIDG/LA 2) (Not Vacant) – Documentation, Information & Access Services Unit**, salary range \$1,550,136 – \$2,084,761 per annum.
- 2. Library Assistant 1 (PIDG/LA 1) (Not Vacant) – Documentation, Information & Access Services during the period January, 2024 to August 31, 2025**, salary range \$1,272,269 – \$1,711,060 per annum.

1. Library Assistant 2 (PIDG/LA 2)

Job Purpose

Under the direct supervision of the Librarian 4 (PIDG/LB 4), the Library Assistant 2 (PIDG/LA 2) assists in the processing and organizing of all incoming materials necessary to satisfy user demand.

Key Responsibilities

Management/Administrative

- Conducts reference interviews to ensure clients information needs are accurately met;
- Sorts and indexes periodicals received;
- Maintains visible index;
- Accessions incoming material;
- Places books on shelves according to class number;
- Cuts, mounts and assigns subject headings to newspaper clippings;
- Photocopies & scans materials on behalf of clients;
- Records statistics on the Question and Answer Service Project, Access to Information and other user information for the generation of reports;
- Mounts exhibitions, in house, agricultural shows and conferences;
- Assists with the supervision of students on work experience;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good customer and quality focus skills
- Good oral and written communication skills
- Good interpersonal skills
- Teamwork and cooperation
- Managing the client interface
- Managing external relationships

Technical:

- Good knowledge of WINISIS Database
- Good knowledge of library technical operations (accessioning, cataloguing)
- Knowledge of the Ministry's operations
- Proficiency in Microsoft in Microsoft Office Suite.

Minimum Required Qualification and Experience

- Four (4) CXC, or GCE “O” Levels certificate Subjects inclusive of Mathematics and English.
- Library Technical Assistant Certificate.
- Two (2) years experience as a Library Assistant.

Special Conditions Associated with the Job

- The working environment involves possible exposure to dust.

2. Library Assistant 1 (PIDG/LA 1)

Job Purpose

Under the direct supervision of the Librarian 4 (PIDG/LB 4), the Library Assistant 1 (PIDG/LA 1) assists in the processing and organizing of all incoming materials necessary to satisfy user demand.

Key Responsibilities

- Sorts and indexed periodicals received;
- Maintains visible index;
- Accessions incoming material;
- Places books on shelves according to class number;
- Cuts, mounts and assigns subject headings to newspaper clippings;
- Photocopies & scans materials on behalf of clients;
- Records statistics on the Question and Answer Service Project, Access to Information and other user information for the generation of reports;
- Mounts exhibitions, in-house, agricultural shows and conferences;
- Provides information to visitors;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good customer and quality focus skills
- Good oral and written communication skills
- Good interpersonal skills
- Teamwork and co-operation
- Managing the client interface
- Managing external relationships

Technical:

- Good knowledge of WINISIS Database
- Good knowledge of library technical operations (accessioning, cataloguing)
- Knowledge of the Ministry's operations
- Proficiency in Microsoft Office Suite.

Minimum Required Qualification and Experience

- Four (4) CXC, or GCE “O” Levels certificate Subjects inclusive of Mathematics and English.
- Library Technical Assistant Certificate.
- One year experience as a Library Assistant.

Special Conditions Associated with the Job

- The working environment involves possible exposure to dust.

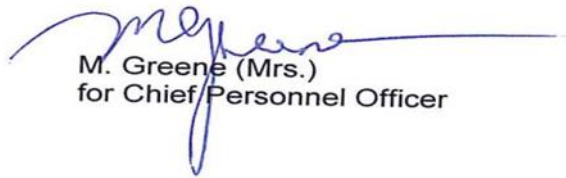
Applications accompanied by résumés should be submitted **no later than Tuesday, 6th February, 2024 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6

Email: jobopportunities@moa.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