



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 266**

### **OSC Ref. C.6272<sup>18</sup>**

26<sup>th</sup> June, 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 to the post of **Archives Restorer 2 (PIDG/AR 3) – (Not Vacant) (2 posts)** in the **Information Division, Office of the Prime Minister**, salary range \$1,711,060 - \$2,301,208 per annum.

### **Job Purpose**

Reporting to the Conservation Supervisor, the Archives Restorer 2 is responsible for the micro photography and digitization of records in accordance with established procedures and standards and carries out any other photographic duties. The incumbent is also responsible for conducting tours for schools and other members of the public.

### **Key Responsibilities**

- Photographs special functions and events for the Department, and manages uploads, edits and saves as required;
- Reproduces records using a digital camera/scanner, edits and saves as required;
- Archives photographic 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 on-site assistance to members of the public in relation to digitization, microfilming and duplication;
- Prepares estimates/pricing for digitization, microfilming and duplication of records;
- Digitizes and edits (where necessary) heavily used and fragile records for preservation, exhibition and access;
- Photocopies documents as requested;
- Assists with Disaster Preparedness Programmes;
- Cleans and maintains the reprographic equipment in the Unit;
- Ensures that an adequate inventory of reprographic supplies for the Unit is maintained;
- Performs any other related duties that may be assigned from time to time.

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

#### **Core:**

- Attention to detail;
- Flexible and adaptable to changes;
- Creativity and imagination;
- Good oral and written communication skills;
- Good interpersonal and customer relations skills;
- Ability to work independently but also as part of a team;
- Ability to exercise initiative and good judgment;
- Ability to meet deadlines;
- Good organising skills;
- Good hand-eye coordination;
- Good typing/data entry skills.

#### **Technical:**

- Knowledge of the uses of computer in education and interactive instructional technology;
- In-depth knowledge of photography software (Photoshop, Picasa, etc);
- Excellent knowledge of preservation materials and equipment, which includes microfilm, microfilm fixer, microfilm developer, reverse duplication film, digital camera, book scanner and planetary camera (microfilm machine);
- Understanding of artificial and natural lighting and how it affects different settings, shapes and skin tones.

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

- Six (6) CXC/GCE O'Level subjects, including English Language, and a numeric subject;
- One (1) year experience in digitisation, photography and Dark Room photography skills;
- Training in Conservation /Digitisation would be an asset.

**Special Conditions Associated with Job**

- May be required to work overtime;
- May be required to work outdoors and stand for long periods, at events or while conducting tours;
- Exposure to dust.

Applications accompanied by résumés should be submitted **no later than Tuesday, 9<sup>th</sup> July, 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](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