



Office of the Services Commissions

(Central Government)

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21st 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 **Librarian (PIDG/LB 3) – (Not Vacant)** during the period **July 1, 2024 to September 24, 2024** in the **Documentation, Information and Access Services Branch, Ministry of Industry, Investment and Commerce**, salary range \$3,501,526 - \$4,709,163 per annum.

Job Purpose

The incumbent is responsible for co-ordinating, maintaining and administering an up-to-date reference and research library of printed and electronic information, in accordance with professional standards of classification, indexing, research and display to meet the information needs of the Ministry.

Key Responsibilities

Management/Administrative:

- Identifies the information needs of the Ministry and its clients and devises an Acquisition Plan and collection policies to support fulfillment of the needs;
- Develops systems and procedures for management of library processes and materials;
- Develops User Manual to guide users in the use of the library;
- Participates in the development of the Division's Operational Plan;
- Participates in meetings pertinent to role and function;
- Prepares operational reports.

Technical/Professional:

- Ensures a centralized and efficient library information system that facilitates ease of access;
- Ensures appropriate classification, cataloguing and indexing of library material;
- Develops and maintains an up-to-date computerized library database;
- Monitors the loaning of material and ensures adherence to retention guidelines;
- Undertakes on-going purging of outdated library material;
- Ensures that reproduction and editing of all material complies with the Intellectual Property and Copyright Laws;
- Ensures maintenance of an up-to-date compilation of newspaper clippings;
- Ensures maintenance of a library atmosphere conducive to the library's role and function;
- Promotes the services of the library through brochures and other publications and the mounting of exhibitions;
- Initiates and maintains collaborative networks with other libraries and information units.

Human Resource Management:

- Assists in providing leadership to staff through effective supervision, objective setting, delegation, coaching, mentoring, training and communication. in the absence of the Director or upon being delegated to do so;
- Participates in the recruitment and induction of staff;
- Establishes employee performance targets and motivates staff towards optimum performance;
- Promotes the welfare and development of staff through performance appraisals, recommendations for appointment, promotion and training;
- Initiates disciplinary proceedings where appropriate;
- Performs other functions as directed by the Director.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Employs initiative;

- Resourceful, reliable and client-focused.

Functional/Technical:

- Extensive knowledge in library operations;
- Sound background and management of information systems tools;
- An understanding of rules and procedures for the classifying and processing of information materials;
- Knowledge of intellectual property rights (including the Copyright Act), the Legal Deposit Act, the Access to Information Act and the Archives Act;
- Knowledge of document retention and reproduction guidelines.

Minimum Required Qualification and Experience

- Bachelor's Degree in Library Science and Information Studies;
- Proficient in the use of standard computer applications and library and information management software;
- One (1) year work experience in Library and Information Management;
- Training/Certification in Records Management would be an asset;
- Training/Certification in Supervisory Management would be an asset.


Applications accompanied by résumés should be submitted **no later than Thursday, 4th July, 2024 to:**

**Director
Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**