



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 294

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22nd July, 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 **Assistant Archivist 1 (PIDG/AR 3) – (Not Vacant)** in the **Audio-Visual Unit, Jamaica Archives and Records Department, Office of the Prime Minister**, salary range \$32,905 - \$44,254 per week.

Job Purpose

The Assistant Archivist 1 in the Audio-Visual Unit, provides advice and support to internal and external users of the services of the Jamaica Archives and Records Department and assists with the maintenance of manual catalogue, records inventory and information database.

Key Responsibilities

Customer Service:

- Provides response to internal and external queries and maintains records of all requests received and actioned;
- Assists researchers with Internet and other searches;
- Monitors the use of documents by researchers to ensure records are not damaged, altered, misused or removed from the room.

Records Maintenance:

- Tracks and retrieves video cassettes loaned to individuals, media and other institutions;
- Maintains inventory of video cassettes in the Audio-Visual Unit;
- Sorts, lists and files video cassettes in accordance with established filing system and in a manner that allows for easy access and retrieval;
- Maintains log of video records on loan and advises delinquent borrowers of loan deadlines;
- Maintains file of news clippings on archival issues;
- Assists with data entry for maintenance of inventory and other database;
- Views video cassettes to identify/verify information.

Other:

- Assists with the mounting of displays and exhibitions and the production of publications by the Jamaica Archives and Records Department;
- Prepares Statistical Reports, as requested;
- Performs any other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Integrity/Confidentiality;
- Good planning and organizing skills (keen attention to details);
- Good oral and written communication skills;
- Excellent interpersonal and customer relations skills;
- Good research skills and analytical skills;
- Good judgement, decision making and problem-solving skills;
- Ability to use initiative and work well with others;
- Proficient in use of relevant computer applications such as Microsoft Office Suite (Word, Excel).

Minimum Required Qualification and Experience

- Certificate in Library and Information Science or related discipline.
OR
- Six (6) CXC/GCE 'O'Level subjects including English Language and a numeric subject, plus training in Records Management;
- One (1) year experience working in a library, archive or other information service facility.

Special Conditions Associated with Job

- May be required to work beyond normal work hours and on weekends, whenever the need arises;
- Exposure to dust particles emanating from audio and video materials.

Applications accompanied by résumés should be submitted **no later than Monday, 5th August, 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.



Desreen Smith (Mrs.)
for Chief Personnel Officer