



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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29th August, 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 to the following **vacant** posts in the **Corporate Services Division, National Library of Jamaica**:

1. **Director, Special Programmes (GMG/SEG 2)**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Executive Secretary (OPS/SS 4)**, salary range \$2,190,302 - \$2,945,712 per annum.

1. Director, Special Programmes (GMG/SEG 2)

Job Purpose

Under the direction of the National Librarian, the Director, Special Programmes, will co-ordinate the Poet Laureate of Jamaica's programme. The incumbent develops and manages the implementation of special events, exhibitions and publications. The mandate will include identifying funding and granting writing opportunities and preparing project documents.

Key Responsibilities

Professional/Technical:

- Identifies funding agencies and develops proposals for publications, special events and programmes;
- Researches and prepares grant and project proposals;
- Assists with the organization and staging of events, including the Biennial Distinguished Lecture;
- Develops Special Events/Exhibitions/Publications;
- Sources items for input from staff/creates and publishes content on @12 East Street;
- Co-ordinates and manages the Poet Laureate of Jamaica's Programme by:
 - ✓ Acting as the first point of contact for the Poet Laureate Programme
 - ✓ Assisting with the preparation of the Annual Budget
 - ✓ Maintaining Spreadsheets on Income and Expenditure
 - ✓ Preparing Quarterly Poet Laureate Programme Reports
 - ✓ Liaising with the Public Relations Officer for publicity and implementation of Poet Laureate events;
- Develops and implements strategies for assessing the effectiveness of the special programmes and recommends/implements programmes, where necessary, to address findings;
- Organizes the design and manages the Information Booths at Expositions;
- Prepares Minutes for the Poet Laureate and Editorial and Publications Committees and circulates the Action Sheets and Minutes;
- Drafts Reports, Speeches and Presentations, as required;
- Updates the National Librarian on all special programme matters;
- Represents the National Librarian on external relevant Committees;
- Participates in Team Projects and other related duties assigned.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills
- Customer and Quality Focus
- Teamwork and co-operation

Technical:

- Excellent planning and organizing skills
- Good leadership skills
- Good Information Technology skills
- Good Public Relations and marketing skills
- Knowledge of:
 - ✓ Funding and Grant Proposals Writing
 - ✓ Culture and Heritage Studies
 - ✓ Public Sector operations
 - ✓ Proposal and grant writing and requirements from donor agencies
 - ✓ Government communication policies and protocols
- Proficiency in Microsoft Office, Desktop publishing and social media applications

Minimum Required Qualification and Experience

- Degree in Media and Communications/Arts Management;
- Training in Project Management;
- Four (4) years' experience in developing and managing and implementing special projects in the Arts or Education Sector;
- Two (2) years' experience in Marketing/Public Relations and Events Planning and Management.

Special Condition Associated with the Job

- Will be required to work outside of regular hours, to include Public Holidays and Weekends.

2. Executive Secretary 1 (OPS/SS 4)**Job Purpose**

Under the direction of the National Librarian, the Executive Secretary 1 provides secretarial and administrative support to the Office of the National Librarian, to ensure the smooth operation of the Executive Office.

Key Responsibilities***Professional/Technical:***

- Performs general administrative duties, such as Word Processing, answering telephones, faxing and sending and retrieving correspondences;
- Receives, sorts and records all incoming correspondence to the Executive Office;
- Records and distributes documents to the relevant Departments;
- Keeps and operates the stamp imprest;
- Makes travel arrangements and prepares Submissions to the relevant Ministry/Authority;
- Provides support for meetings by:
 - ✓ Making arrangements for venue/meeting room and refreshment, projector, etc.
 - ✓ Recording and transcribing Minutes and ensuring the circulation of Minutes prior to meetings
 - ✓ Drafting agenda and reports for meetings
 - ✓ Preparing and compiling documents for review/circulation
 - ✓ Advising the National Librarian of related actions from Meetings;
- Provides Board of Management support by:
 - ✓ Co-ordinating Board Meetings
 - ✓ Recording, transcribing and distributing Minutes
 - ✓ Ensuring dissemination of material and policies to Board Members
 - ✓ Preparing/compiling meeting documents and ensuring follow through with post meeting actions and decisions
 - ✓ Maintaining Board binder of all Board meetings documentation
 - ✓ Maintaining an up-to-date Board Member contact list
 - ✓ Maintaining communication with Board of Management Members, as requested;
- Develops and monitors Calendar and Diary for meetings, appointments, assignments and events for National Librarian;
- Receives and hosts visitors on behalf of the National Librarian;
- Organizes and maintains an effective Filing System that allows speedy retrieval of documents/information;

- Maintains an appropriate system to control and safeguard confidential documents, files and reports;
- Researches files and consults officers as directed, to procure information needed for replies to correspondence and other requests;
- Assists in the preparation of the Corporate and Operational Plans;
- Monitors telephone calls, records messages and makes contact with internal/external personnel to obtain or impart information within scope of authority;
- Processes reports, letters and other documents for dispatch;
- Ensures that urgent matters are re-routed for immediate attention in the absence of the National Librarian;
- Arranges for the printing, photocopying and binding of documents as required;
- Maintains adequate supply of official forms/documents for the Executive Office;
- Provides administrative support for the following Meetings:
 - ✓ Finance and Investment Committee
 - ✓ Audit Committee
 - ✓ Senior Management;
- Identifies and resolves routine problems and situations that may hinder the effective workflow in the Executive Office;
- Prepares report as directed;
- Exhibits professionalism, tact, diplomacy and confidentiality to promote good working relationship among staff members;
- Keeps abreast of guidelines, policies, procedures and legislation impacting deliverables in areas of responsibility;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Well-developed interpersonal skills
- Ability to work in a team
- Customer and Quality Focus

Technical:

- Good Administrative Management skills
- Good records management skills
- Good planning and organizing skills
- Good leadership skills
- Knowledge of:
 - ✓ Office management principles, practices and procedures
 - ✓ Government operation and protocol
- High level of professionalism, confidentiality and integrity
- Ability to manage workloads and prioritize
- Demonstrated ability to be self-directed and well organized
- Proficiency in the relevant Microsoft office applications

Minimum Required Qualification and Experience

- Certified Professional Secretary (CPS/CAP) Designation and English Language at the CXC or equivalent level;
- Five (5) years proving support at the executive level, plus the appropriate Administrative Management Programme at the Management Institute for National Development (MIND), **or** a combination of related training and experience.

Special Condition Associated with the Job

- May be required to work outside of normal working hours from time to time, to include weekends.

Applications, accompanied by résumés, should be submitted **no later than Wednesday, 11th September, 2024, to:**

**Director, Human Resource Management and Administration
National Library of Jamaica
12 East Street
Kingston**

Email: nljhrm@nlj.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**