



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 351** **OSC Ref. C.6272<sup>18</sup>**

**11<sup>th</sup> September, 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 the **vacant** post of **Assistant Archivist 1 (PIDG/AR 3) - (3 posts)** in the **Jamaica Archives and Records Department (JARD), Office of the Prime Minister**, salary range \$32,905 - \$44,254 per week.

#### **Job Purpose**

Under the general supervision of the Senior Archivist, the Assistant Archivist 1 provides research, customer service and clerical support in the Reading Room, Archives Unit, ensuring quality service to its customers.

#### **Key Responsibilities**

- Monitors the use of the Reading Room, ensuring the regulations are adhered to;
- Provides technical assistance to researchers in identifying and locating relevant records/information;
- Conducts research in response to requests and prepares information for approval by supervisor;
- Responds to enquiries directed to the Unit;
- Processes, sorts, arranges and describes archival accumulations;
- Prepares paper and electronic catalogues;
- Replaces files/records in proper locations and maintains the repositories in good condition;
- Reproduces documents in accordance with established procedures, ensuring that copyright and other regulations are observed;
- Performs any other related duties that may be assigned from time to time.

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

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

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

- Six (6) CSEC/CXC/GCE O'Level subjects including History and English (CAPE/Advanced Level History would be an asset);
- On-the-job training in Archives Administration;
- One (1) year's experience working in a library, archives or other information service facility.

#### **Special Conditions Associated with the Job**

- Required to work beyond normal work hours and on weekends, whenever the need arises;
- Required to handle rare and fragile paper records.

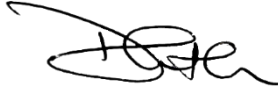
Applications accompanied by résumés should be submitted **no later than Tuesday, 24<sup>th</sup> September, 2024 to:**

**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.**

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)  
for Chief Personnel Officer**