

Office of the Services Commissions

(Central Government)

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CIRCULAR No. 431 **OSC Ref. C. 5851²²**

7th November, 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 following **vacant** posts in the **National Library of Jamaica (NLJ)**:

1. **Librarian (PIDG/LB 2)**, salary range \$2,803,771 - \$3,770,761 per annum.
2. **Office Attendant (LMO/TS 2)**, salary range \$18,647 - \$25,078 per week.

1. Librarian (PIDG/LB 2)

Job Purpose

Under the direction of the Manager, Cataloguing and Classification, the incumbent catalogues electronic resources and creates metadata for digital resources.

Key Responsibilities

Technical:

- Performs original and copy cataloguing of electronic resources to facilitate their identification, access and use;
- Creates metadata for digitized resources;
- Assists with the cataloguing of articles extracted from books and periodicals;
- Produces and maintains quality bibliographic records through knowledge and application of international standards such as RDA, MARC 21 AACR2R, LCSH;
- Inputs details about new material into NLJ database;
- Assists with the creation and maintenance of indexes;
- Assists in the maintenance of the collection inventory;
- Prepares progress reports;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good customer and quality focus skills;
- Teamwork and co-operation.

Technical:

- A Knowledge of cataloguing and classification;
- Research and reference skills;
- A knowledge of preservation and conservation;
- A knowledge of data management;
- Information communication technology skills.

Minimum Required Qualification and Experience

- Bachelor of Arts Degree in Librarianship or equivalent field from an accredited tertiary institution;
- One (1) year related working experience;
- Exposure to cataloguing.

Special Conditions Associated with the Job

- Dusty environment;
- May be required to work outside of normal working hours to include Saturdays.

2. Office Attendant (LMO/TS 2)

Job Purpose

Under the direction of the Manager, Maintenance and Property, the Office Attendant is responsible providing ancillary/customer support services, to include cleaning and maintenance of the working environment and dispatching and retrieving mails/correspondence.

Key Responsibilities

- Cleans working environment;
- Provides maintenance for reading room by vacuuming shelves as assigned;
- Vacuums furniture and library resources, as required;
- Cuts and mounts newspaper clippings;
- Provides attendant services for meetings and events by preparing the physical space, and/or preparing and serving refreshments, as directed;
- Delivers and collects mails/correspondence, as directed;
- Removes goods and furniture, as directed;
- Assists with routine building and facilities maintenance, as directed;
- Provides customer support services at the front desk by:
 - Directing customers to the appropriate service areas;
 - Ensuring that a record of users is maintained at the front desk;
 - Receiving and storing bags at the counter;
 - Directing users to lockers for storage of personal effects, ensuring that locker keys are distributed and collected;
 - Collecting incoming mails and forwarding to the Executive Office;
- Provides relief support in the print room;
- Provides custodian services for the opening and closure of the library, as directed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Teamwork and co-operation;
- Customer and quality focus.

Minimum Required Qualification and Experience

- Completion of Secondary Education;
- Functionally literate;
- One (1) year related working experience.

Special Conditions Associated with the Job

- Required to lift and move objects, bend and stretch, walk and use step ladder in the day-to-day performance of duties;
- Required to lift metal/grill shutter on a daily basis;
- Required to adjust working hours to include 9:30 a.m. - 6 p.m.;
- Required to work outside normal working hours to include early morning, late evening, weekend and public holidays.

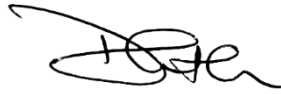
Applications accompanied by résumés should be submitted **no later than Tuesday, 12th November, 2024 to:**

**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.

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**