CIRCULAR No. 73   **14th February, 2025**
OSC Ref. C.5851¹⁷

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 **Jamaica Library Service:**

1. **Deputy Director - Library Technology (MIS/IT 5) - Information Technology Division**, salary range $4,266,270 – $5,737,658 per annum.

2. **Deputy Director- Database & Networking (MIS/IT 5) - Information Technology Division**, salary range $4,266,270 – $5,737,658 per annum.

3. **Technical Operator/Driver (PIDG/TO 1) - Designated Service Points Division**, salary range $1,439,455 - $1,935,907 per annum.

1. **Deputy Director - Library Technology (MIS/IT 5)**

Job Purpose:

The incumbent will manage the design, implementation and management of a stable enterprise class integrated library management system with relevant network based applications/systems that meet changing organisation needs. The incumbent will also co-ordinate and assist in staff training to ensure that the human asset of the organisation is equipped with the requisite knowledge to efficiently and effectively utilise deployed systems, and is responsible for:
*   The design, implementation, maintenance and management of technical, administrative and library technology management system systems that will support the operation in respect of:-
    ➢ Acquisitions
    ➢ Cataloguing and indexing
    ➢ Information media charge out
    ➢ Information and circulation management.
    ➢ E-library services
The incumbent will also co-ordinate and provide staff training in the use of library information management system and supervise the administration of all library technology system assets.

Key Responsibilities

*   Assists with the evaluation of corporate objectives and meets with senior managers to develop suitable approaches that conform to and/or enhances the IT policy of the organization;
*   Ensures the implementation of operational objectives relating to the organisation's enterprise library management system according to established priorities; The implementation process should accord with non-disruptive best practices;
*   Assists in the interviewing of personnel to ensure that the requisite competency exists that meet or exceed systems technical requirements;
*   Develops and documents technical specifications that conform to established standards for sourcing proposed library management systems and makes recommendation regarding functionality, structure, system choice and supporting ICT infrastructure;
*   Completes and gains acceptance for the development of system manual for the conversion/migration/establishment of Marc records for system use and makes recommendations to satisfy training needs;
*   Manages the fine-tuning of library management and support systems to preserve the integrity of back-office processes of the library management system database;
*   Establishes and maintains the currency of the information retained in the system for local and on-line public access (OPAC), while ensuring that proper system documentation remains current;
*   Assists in the evaluation and selection of multi-media information and learning resources;
*   Assists in the establishment and maintenance of disaster preparedness and recovery plans;
*   Makes infrastructure recommendations that underpin e-library services;

- Evaluates system requirements and recommends purchase, development and modifications;
- Maintains control of the structure, content, integrity, replication, backup and access of the organisation library management system;
- Establishes and manages relevant and updated system documentation and user manuals for all relevant library management system technology;
- Assists with the acceptance testing of system components and the diagnosis of system errors;
- Develops or recommends training material and assists with the planning and implementation of training programmes;
- Trains the Jamaica Library Services system user to troubleshoot user specific problems, errors and discrepancies;
- Assists with the preparation and monitoring of the Information Technology Division's budget;
- Manages and supports personnel of the JLS Island wide network;
- Oversees the allowance and/or restriction of access to the Library Management System after the requisite authorization;
- Co-ordinates the implementation of library management database system change requests;
- Liaises with suppliers in the procurement and installation of library management computer support systems and relevant infrastructural components;
- Provides technical guidance to staff;
- Performs any other duties.

Required Knowledge, Skills and Competencies

Core:
- Strong oral and written communication skills
- Good interpersonal skills

Technical:
- Sound knowledge of emerging technology in the field of Information and Communication Technology, Radio Frequency ID, PC Access Management Technology, relational database management systems, knowledge management and computer networks.
- Sound knowledge of enterprise Library Management Systems and the mechanism required for implementation and management.
- Working knowledge of project costing and management.
- Strong oral communication and interpersonal skills

Minimum Required Qualification and Experience

- A University Degree in Library and Information Science, Computer Information System, Management Information System, or a closely related a discipline.
- Certification in one or more of the following certification is desirable: Microsoft Certified Database Administrator (MCDBA) or System Administrator (MCSA), Project Management Professional (PMP).
- Minimum of four (4) years' experience with at least two (2) years system administration experience in an academic, public or special library.

2. Deputy Director- Database & Networking (MIS/IT 5)

Job Purpose:

The incumbent is responsible for managing the design, implementation and management of a stable enterprise class network and relational database management system with relevant network based applications/systems that meet changing organisation needs. The incumbent will also co-ordinate and assist in staff training to ensure that the human asset of the organisation is equipped with the requisite knowledge to efficiently and effectively utilise deployed systems and is responsible for:
- ➢ The design, implementation, maintenance and management of technical, administrative and library technology database systems.
- ➢ To coordinate and provide staff training in the use of information systems and database systems.
- ➢ To supervise the administration of all data and communication network assets.

Key Responsibilities

Management/Administrative:
- Assists with the evaluation of corporate objectives and meet with senior managers to develop suitable approaches that conform to and/ or enhances the IT policy of the organisation;
- Assists in the interviewing of personnel to ensure that the requisite competency exists that meet or exceed systems technical requirements;
- Develops technical specifications for sourcing or development of applications, database management systems, network architecture and supporting ICT infrastructure;
- Completes and gains acceptance for design specification, system architecture;
- Manages the fine-tuning of systems and network infrastructure;
- Assists in the evaluation and selection of multi-media information and learning resources;
- Assists in the establishment and maintenance of disaster prepareness and recovery plans;
- Makes infrastructure recommendations that underpin e-library services;
- Supervises the addition, upgrade and maintenance of the organisation intra/ internet infrastructure and web-base applications;
- Evaluates system requirements and recommends purchase, development and modifications;
- Ensures appropriate system security measures and defines contingency and disaster recovery plans;
- Maintains control of the structure, content, integrity, replication, backup and access of the organisation database management system;
- Establishes and manages relevant and updated system documentation and user manuals for all computer based systems and network components;
- Assists with the acceptance testing of system components and the diagnosis of system errors;
- Develops or recommends training material and assists with the planning and implementation of training programmes;
- Trains the JLS system user to troubleshoot user specific problems, errors and discrepancies;
- Co-ordinates the implementation of database change requests;
- Assists with the preparation and monitoring of the Information Technology Division's budget;
- Manages system administrators and supports personnel of the JLS islandwide data and communication networks;
- Oversees the addition and deletion of users from the enterprise network after the requisite authorisation;
- Liaises with supplier in the procurement and installation of computer systems hardware, software and network components;
- Provides technical guidance to staff;
- Performs any other duties.

Required Knowledge, Skills and Competencies

Core:
- Strong oral and communication skills
- Good interpersonal skills

Technical:
- Sound knowledge of current advances and emerging technology in field telecommunications and computer networks relating to enterprise architecture, design, implementation, security, network operating systems platforms and management.
- Expert knowledge of enterprise database management systems and the mechanism required for design, implementation, security, data protection and management.
- Working knowledge of project costing and management.
- Strong oral communication and interpersonal skills

Minimum Required Qualification and Experience

- A university degree in Computer Science, Computer Information System, Management Information System, Electronics, Electrical Engineering with Computer Science, Mathematics with Computer Science, Digital Technology or a closely related a discipline.

- Certification in one or more of the following (or a closely related certification): CISCO Certified Network Associate (CCNA), Microsoft Certified System Engineer (MCSE), Certified Information System Security Professional (CISSP), Project Management Professional (PMP).

3. **Technical Operator/Driver (PIDG/TO 1)**

Job Purpose:

Under the direction of a delegated officer, the Technical Operator/Driver is responsible for providing operational support services by effecting driving duties, courier services, assistance at Mobile Stops/Community Outreach Programmes and routine processing of resource materials.

Key Responsibilities

Technical/Professional:
- Drives vehicles islandwide as scheduled;
- Monitors vehicle oils, tyres, warranty on batteries, et cetera, and reports any fault to supervisor;
- Keeps vehicle clean and tidy (internal and external);
- Maintains and accounts for items assigned to vehicles (tool kits, umbrella, raincoat, first aid kit);
- Fuels vehicles as scheduled;
- Ensures vehicles are safely secured at all times;
- Keeps clean copies of vehicle documents in designated area in vehicles, and presents for inspection as requested;
- Performs Safety checks/inspections and advises supervisor of requirements for maintenance/repairs;
- Assists Library Assistant/Records Clerk at Mobile Stops with Customer Service Activities - marshalling of clients in Mobile Libraries, answering queries, disseminating information;
- Assists with the processing of resource materials - books etc.;
- Assists with registering and updating of vehicle particulars - Certificate of Fitness, Motor Vehicle Registration;
- Updates and maintains delivery books;
- Collects resource materials, mails etc. and delivers islandwide;
- Loads and unloads goods/equipment;
- Assists with disaster recovery activities and emergencies;
- Transports designated officers/staff islandwide;
- Provides advice on vehicle purchase;
- Runs errands;
- Any other duty that is reasonably commensurate with the post.

Required Knowledge, Skills and Competencies

Technical:
- Ability to operate Mobile Libraries and vehicles in a safe and responsible manner
- Ability to effect minor repairs to vehicles e.g. changing of tire.
- Good Client Service and public interaction skills
- Sufficient knowledge of the Jamaica Road Codes/Driving Rules
- Sufficient knowledge of the islandwide road network
- Knowledge of scheduling/transportation logistic
- Basic understanding of Occupational Health and Safety Standards
- Appreciation for resource conservation
- Ability to communicate (including writing basic incident reports)

Minimum Required Qualification and Experience

- Certificate of Completion of Secondary Education/High School Diploma.
- Licensed to drive in Jamaica and be able to drive vehicle weighing 7000lbs.

- Two to three (2-3) years' driving experience

Special Condition Associated with the Job

- Driving islandwide sitting for long periods and requires intense concentration, particularly in poor driving conditions.
- Performing physical activity that requires use of arms, legs and whole body.
- Working outside scheduled work hours away from base and over-nighting
- Ability to push/pull or lift a minimum of 50lbs
- Being called up at very short notice to effect duties.

Applications accompanied by Résumés should be submitted **no later than Thursday, 27th February, 2025 to:**

> **Director General**
> **Jamaica Library Service**
> **2 Tom Redcam Drive**
> **P.O. Box 58**
> **Kingston 5**

> **Email: dirgen@jls.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