



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 98 **OSC Ref. C. 5851²¹**

6th March, 2025

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. **Planning and Research Officer (SOG/ST 6) - Corporate Suite Department**, salary range \$5,198,035 – \$6,990,779 per annum.
2. **Director, Public Library Network (GMG/SEG 3) - Corporate Headquarters/Public Libraries Division**, salary range \$5,198,035 – \$6,990,779 per annum.
3. **Records Clerk (PIDG/RIM 1) - Stores Department**, salary range \$1,439,455 - \$1,935,907 per annum.

1. Planning and Research Officer (SOG/ST 6)

Job Purpose:

The incumbent will apply a variety of research techniques to uncover trends and make forecasts. The responsibilities also include co-ordinating the preparation of the Strategic and Operational Plans to support the achievement of the Organization's goals and objectives.

Key Responsibilities

- Applies statistical and research methods and techniques to the collection, compilation, computation, analysis and presentation of data;
- Collects and compiles data for use in the strategic planning process;
- Prepares periodic reports and presentations to inform management decision;
- Develops techniques and measurement methods and instruments that assess the effectiveness in the delivery of services offered by JLS;
- Monitors library users trends throughout the island-wide network;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Sound knowledge of research tools and methods
- Excellent analytical and interpretive skills
- Excellent supervisory skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Economics, Statistics or related subject;
- Formal training in research methods and strategic planning ;
- Three (3) years' experience as a Research Officer at a supervisory level in a multi-divisional organization.

2. Director, Public Library Network (GMG/SEG 3)

Job Purpose:

The incumbent is responsible for developing programmes and maintaining an information base within the Public Library Network, which will allow the public to access and use information, for any desired purpose.

Key Responsibilities

- Participates in Policy formation for the Library Network;
- Provides oversight, guidance and direction of administration of the Public Library Network operations;
- Translates policy objectives for the Public Library Network into operational plans and procedures;
- Administers and interprets the Human Resource Policy for Public Library Network staff;
- Chairs Departmental/Regional Director's meeting and provides guidance and information for effective implementation of policies and plans;
- Co-ordinates with planners, civic groups and regional library committees, regarding the establishment/relocation/upgrading/closure of public library facilities;
- Implements procedures to ensure maintenance of collections;
- Plans and facilitates outreach programmes, workshops and seminars, and participates in discussions in various forms on the status and development of information infrastructure in Jamaica;
- Co-ordinates and assists with preparation of estimates of expenditure and annual budget for public library network;
- Collates and assists with preparation of Jamaica Library Service Annual Reports and other reports which may be required from time to time;
- Represents the implementation of procedures to ensure adequate reporting and assets management within the public library network;
- Keeps abreast of developments in library technology and recommends changes to public library network operations;
- Acts for and represents the Senior Director, National Library Network, when necessary;
- Advises and keeps the Senior Director, National Library Network informed on all matters relating to the public network, which are considered important or urgent, or may require a decision at that level;
- Participates in the recruitment, selection and placement of staff for the Public Library Network;
- Assists with the development of staff training programmes;
- Participates as lecturer in areas of specialization on in-house training/development initiatives;
- Represents the Director General, as required;
- Reviews the performance situation for promotion of Public Library Network staff and advise on matters relating to discipline and staff welfare;
- Assists with public library network forward planning;
- Monitors adherence to Collection Development Policy;
- Directs and advises staff on public library network policy and the allocation and distribution of information material;
- Monitors expenditures against budget and ensures that proper reporting and accounting procedures are adhered to;
- Effects proper asset management within the library network, and initiates and directs investigations, as necessary.
- Performs any other related duties that may be assigned, from time to time, in the interest of the Service.

Required Knowledge, Skills and Competencies

- Highly developed analytical skills
- Good interpersonal skills
- Good oral and written communication skills
- Sound knowledge of the Facilities Planning and Project Implementation and Monitoring techniques
- Expert knowledge of Public Library Systems
- Sound knowledge of library technology and information systems

Minimum Required Qualification and Experience

- University Degree in Library and Information Science or any other Library designation from a recognized institution;
- Post Graduate Degree in Management Organizational development or any other related Social Science Discipline would also be a distinct asset;
- Formal training in budget preparation and the project development cycle;

- Three (3) years' experience in the administration and operations of a library network, with at least one (1) year at a senior level in operations;
- One (1) year experience with JLS at a senior level.

3. Records Clerk (PIDG/RIM 1)

Job Purpose:

The incumbent is responsible for organizing and operating the store effectively and efficiently, in order to establish accountability for the stock, and ensures that adequate supplies are available at all times.

Key Responsibilities

- Processes requisition for items;
- Maintains an accurate balance of items in Stores;
- Keeps records all items received;
- Sources quotations;
- Maintains and updates the Fixed Asset Register at the Headquarters.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Ability to maintain a high level of integrity
- Excellent Customer Service skills
- A high level of flexibility and ability to multitask
- Knowledge of Public Sector procurement policies
- Knowledge of inventory management techniques
- Proficient in the use of relevant computer applications

Minimum Required Qualification and Experience

- Five (5) CXC or GCE 'O' Level subjects including English Language and a numeric subject;
- Successful completion of at least Level 1 of the Supplies Management Course at the Management Institute for National Development (MIND);
- Two (2) years' experience working in a Public Sector Department.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 19th March, 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**