

INSTITUTE OF JAMAICA

(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following position at the African Caribbean Institute of Jamaica/Jamaica Memory Bank, a division of the Institute of Jamaica:

LIBRARY ASSISTANT (PIDG/LA 1) (Pay Band 3)

SALARY RANGE: \$1,439,455.00 p.a. - \$1,935,907.00 p.a.

JOB OBJECTIVE

To assist library users and research staff in the retrieval, use and care of library resources.

KEY RESPONSIBILITY AREAS

- ◆ Maintains a daily library log of all users of the library and subject areas researched.
- ◆ Assists with the compilation of the library's inventory.
- ◆ Assists other members of staff in the preparation of exhibitions and lectures
- ◆ Assistance given with the use of audio-visual equipment.
- ◆ Assists when required in the implementation of ACIJ/JMB's programmes
- ◆ Weeds the catalogues periodically.(Removing duplicate and (or) withdrawn entries)
- ◆ Selects and processes newspaper clippings
- ◆ Provides periodic reports.
- ◆ Prepares Bibliography.
- ◆ Shelves or files materials
- ◆ Processes all new or existing materials

MINIMUM QUALIFICATION/EXPERIENCE

- ◆ Five (5) CSEC or GCE Ordinary level subjects including English Language
- ◆ Library Technical Assistant Certificate would be an asset

TECHNICAL COMPETENCIES

- ◆ Basic knowledge of Jamaican/Caribbean Culture and heritage.
- ◆ Knowledge of books and non-book materials maintenance.
- ◆ The ability to relate well to all members of the public and research staff
- ◆ Knowledge of data entry

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- ◆ The officer may be required to participate in field trips
- ◆ Exposure to dust
- ◆ Work outside the normal working hours
- ◆ May be required to observe non-Christian religious ceremonies and rituals.

Applications should be submitted no later than **Friday, February 7, 2025** to:

**Director Human Resource Development & Management
10-16 East Street
Kingston**

Email: personnel@instituteofjamaica.org.jm