

# INSTITUTE OF JAMAICA

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

Applicants are invited for the following **temporary** position at Liberty Hall: The Legacy of Marcus Garvey:

## **LIBRARIAN (PIDG/LB 3) (Band 7)**

### **JOB SUMMARY**

To supervise the operations of the multimedia reference library by establishing, upgrading and maintaining efficient library systems and directing library staff in the delivery of quality service to clients. Provides a wide variety of basic public, technical and clerical services including information and reference service, reader's advisory, cataloging, circulation services, and administrative support for all the activities of Liberty Hall: The Legacy of Marcus Garvey. Also, to assist in the care of library resources.

### **PERIOD OF EMPLOYMENT**

June 1, 2026 – August 24, 2026

### **KEY RESPONSIBILITIES**

- Compiles bibliographies relevant to the work of the Liberty Hall
- Maintains statistical records on the use of the library
- Manages the development of the reference collection to ensure the adequate provision of relevant materials
- Responds to research queries
- Prepares and makes presentations to schools, organizations and within the Institute of Jamaica.
- Maintains/updates catalogue
- Prepares periodic reports.
- Processes all new or existing materials.
- Expands KOHA database

### **MINIMUM QUALIFICATION/ EXPERIENCE**

- B.Sc. in Library Science
- Working knowledge of automated information systems
- Minimum of one (1) years' experience in the public library
- Knowledge of Marcus Garvey and Pan-Africanism
- Ability to work well on one's own initiative.

**SALARY SCALE:** \$3,501,526 p.a. to \$4,709,163 p.a.

Applications should be submitted no later than **May 8, 2026 to:**

Director Human Resource Development & Management  
Institute of Jamaica  
10-16 East Street  
Kingston  
Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)