

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following **TEMPORARY** position at the Natural History Museum of Jamaica (NHMJ), a division of the Institute of Jamaica:

LIBRARY ASSISTANT (PIDG/LA 1)

(Pay Level 3)

JOB SUMMARY

To assist the Librarian in the day-to-day operations of the Science Library which services the needs of the researchers (local and international), scientists, students, staff of the NHMJ and the general public.

REQUIRED EDUCATION AND EXPERIENCE

1. Five (5) CXC or GCE O level subjects
2. A graduate of Library Technical Assistant's course
3. A minimum of one (1) year working experience in an established library, under the supervision of a professional Librarian.

EMPLOYMENT PERIOD

March 3, 2025 – February 29, 2027

SALARY SCALE

[\\$1,439,455.00 p.a. to \\$1,935,907.00 p.a.](#)

Applications should be submitted by **February 7, 2025** to:

**Director Human Resource
Development and Management
Institute of Jamaica
10-16 East Street
Kingston**

EMAIL: personnel@instituteofjamaica.org.jm