

**INSTITUTE OF JAMAICA  
PROGRAMMES COORDINATION DIVISION  
JUNIOR CENTRE – EAST STREET**

**VACANCY – Library Assistant (PIDG/LA 1)**

**Job Summary**

Under the general supervision of the Librarian, the Library Assistant is required to provide efficient and reliable services to the users of the library.

**Key Responsibilities**

- Answering reference queries
- Creating files where necessary
- Accessioning books
- Cataloguing books
- Repairing damaged books
- Updating KOHA database
- Preparing and displaying exhibitions
- Conducting outreaches
- Shelving of books
- Monitoring users of the library

**Minimum Required Education and Training**

4 GCE Ordinary Level or CXC (General Proficiency) subjects, including English Language  
Two years working experience in a related field

Applications should be submitted no later than **Wednesday, November 30, 2022** to:

**The Director: Human Resource Development and Management  
INSTITUTE OF JAMAICA  
10-16 EAST STREET  
KINGSTON**