

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following position in the Programmes Coordination Division, a division of the Institute of Jamaica:

LIBRARIAN (PIDG/LB 3) (Band 7)

Job Summary

Under the direction of the Director, the Librarian is responsible for planning and organizing the operations of the Programmes Coordination Division (Junior Centre Library and the Simón Bolívar Cultural Centre Library) and ensure that information is collected, catalogued and disseminated in an efficient manner; thus guaranteeing the effective facilitation of the users' information and service needs.

Key Responsibilities

1. Prepares budget estimates for the Libraries
2. Represents the Programmes Coordination Division at the LIAJA meetings and networks with other Librarians.
3. Prepares bimonthly, quarterly status and annual reports on the activities of the Libraries.
4. Assists with the preparation of Corporate and Operational plans.
5. Supervises the development and maintenance of cataloguing system, indices and abstracts in keeping with international standards to facilitate identification and retrieval of information.
6. Advises/recommends the acquisition of books, DVDs/CD-ROMs, periodicals and library supplies for the Junior Centre and Simón Bolívar Libraries
7. Determines method of retention or disposal of material.
8. Prepares survey tool/s, conducts and interprets user surveys: prepared report of survey findings
9. Assists in establishing and maintaining reading corner at the Greater Portmore Junior Centre.
10. Prepares edits and distributes the Divisional Newsletter.
11. Conceptualizes and supervises the mounting of exhibitions.
12. Promotes the Junior Centre and Simón Bolívar libraries' facilities.
13. Writes content for and update the Junior Centres' website

Salary Scale

\$3,094,839.00 p.a. to \$4,162,214.00 p.a.

Minimum Required Education and Training

- Bachelor of Arts Degree in Library and Information Studies
- Certificate in Supervisory Management
- Three years' experience in a similar capacity

Applications should be submitted no later than **Friday, November 17, 2023** to:

Director Human Resource Development and Management

Institute of Jamaica

10-16 East Street KINGSTON

Email: personnel@instituteofjamaica.org.jm