



CAREER OPPORTUNITY

The Jamaica Information Service (JIS), an Executive Agency, invites applications from suitably qualified professionals for the post of

Assistant Audiovisual Librarian

Job Scope: Reporting to the Sr. Audiovisual Librarian, Television Department, the successful candidate will be responsible for cataloguing and storing footage and other audiovisual material, ensuring easy access and retrieval by the production team and that the needs of external customers are met.

Core Functions

- Receive and prepare for cataloguing and storing, audiovisual material captured by Videographers and other sources.
- Maintain a log of audiovisual material received from assignments covered.
- Ensure the input of accurate information in archives stored on the WINISIS Database; cataloguing all new audiovisual material received.
- Support the production and dissemination of the daily Jamaica Magazine by preparing and providing digital devices to the assigned Editor for dubbing purposes.
- Respond to enquiries and process requests from internal and external customers for audiovisual material.
- Safeguard library video footage, to avoid access by unauthorised persons.

Qualification and Experience

- Associate Degree/Diploma in Library & Information Studies, or other related discipline.
- At least two (2) years' experience in research work and/or database management, in a news and information environment, using the WINISIS/CDSISS Database.
- Training in audiovisual & records management.
- Competence in the use of Microsoft Office Suite.
- Working knowledge of audiovisual equipment and operating techniques.
- Knowledge of audiovisual management and cataloguing of technical data.
- Good oral and written communication and excellent interpersonal skills.

Applications along with résumés should be forwarded

no later than Friday **December 14, 2018** to the:

Director, Human Resources
Jamaica Information Service
58a Half-Way Tree Road, Kingston 10
Email address: hrmanager@jis.gov.jm

We thank all applicants for their expressions of interest; however, only shortlisted candidates will be contacted.