



CAREER OPPORTUNITY

The Jamaica Information Service (JIS), an Executive Agency, invites applications from suitably qualified professionals for the following position:

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.

Minimum Qualification & Experience

- Associate Degree/Diploma in Library & Information Studies, or 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.

Knowledge, Skills & Competencies

- Training in audiovisual & records management.
- Proficient with Microsoft Office Suite.
- Working knowledge of audiovisual equipment and operating techniques.
- Knowledge of audiovisual management and cataloguing of technical data.
- Excellent oral and written communication and interpersonal skills.

Applications along with résumés should be forwarded no later than **Monday, September 9, 2019** 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.