CAREER OPPORTUNITY

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

LIBRARIAN

Job Scope

The Librarian reports directly to the Manager, Research and Publications Department and provides librarian and research services to meet the diverse needs of the JIS staff and members of the public about the Government of Jamaica and the nation itself. The incumbent ensures that materials are current and accessible, and available to library users when required.

Core Functions

1. Work closely with Department Manager to facilitate the strategic development of the Library
2. Establish and implement library and information, and collections management policies and procedures
3. Co-ordinate and manage convenient, accessible library and information services
4. Maintain the Koha Library Management System and the JIS NEWS and current affairs files
5. Respond to enquiries and assist library users (internal and external) in accessing resources
6. Prepare and circulate e-newsletters and bulletins
7. Maintain an accurate inventory of resources
8. Work with other departments and professional bodies to enhance services and develop initiatives
9. Promote the use of the Library

Qualifications and Experience

• Degree in Library & Information Studies or other related discipline
• Knowledge of:
  i. current practices, new technologies and trends in bibliographic control
  ii. current affairs, the history of Jamaica and the English speaking Caribbean
  iii. Access to Information Act and regulations
  iv. Government of Jamaica Records and Information Policy
  v. Original and Copy Cataloguing
• Ability to understand and respond appropriately to the information agency and to research enquires and work with tight deadlines
• Proficient in the use of ICT and Koha or any other Integrated Library Management System
• Exercise self-discipline and time management in carrying out main duties/responsibilities
• Excellent interpersonal skills
• Strong oral and written communication skills

Applications along with résumés should be forwarded no later than March 23, 2020 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.