



# Ministry of Education, Youth, Skills and Information

## CAREER OPPORTUNITIES CORPORATE SERVICES DIVISION DOCUMENTATION INFORMATION AND ACCESS SERVICES BRANCH

**JOB TITLE :** LIBRARIAN (PIDG/LB 3 ) - VACANT  
LIBRARY SECTION

### JOB PURPOSE

Under the general direction of the Director, Documentation, Information and Access Services, the Librarian is to build and manage a contemporary library by providing and maintaining information and research services for the MOEY, its entities and the general public; ensuring that the collections address the needs of the users and the Ministry's strategic objectives. The Librarian will monitor access to online library resources as well as promote the library services and all the MOEY's crucial activities relating to the development of education. The Librarian will maintain an efficient and modern library system in line with international and national standards.

### REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Library Science, Information Studies, Information Management or related discipline;
- Certification/ training in Supervisory Management would be an asset
- Three (3) years' experience in Library or Information Management.

### REMUNERATION PACKAGE:

**\$3,501,526.00 - \$4,709,163.00 per annum**





# Ministry of Education, Youth, Skills and Information

## **CAREER OPPORTUNITIES**

Interested persons are invited to submit applications and résumés addressed to the following no later than Wednesday, September 3, 2025:

Director – Human Resource Management  
Ministry of Education, Skills, Youth & Information  
2-4 National Heroes Circle,  
Kingston 4

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.

[\*\*Click here to apply\*\*](#)

The job description is attached.



**MINISTRY OF EDUCATION & YOUTH  
CENTRAL MINISTRY  
JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Librarian
<b>JOB GRADE:</b>	PIDG/LB 3
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Corporate Services Division
<b>SECTION/UNIT:</b>	Documentation, Information & Access Services
<b>REPORTS TO:</b>	Director Documentation, Information & Access Services
<b>MANAGES:</b>	N/A

**Job Purpose**

Under the general direction of the Director, Documentation, Information and Access Services, the Librarian is to build and manage a contemporary library by providing and maintaining information and research services for the MOEY, its entities and the general public; ensuring that the collections address the needs of the users and the Ministry's strategic objectives. The Librarian will monitor access to online library resources as well as promote the library services and all the MOEY's crucial activities relating to the development of education. The Librarian will maintain an efficient and modern library system in line with international and national standards.

**Key Outputs:**

- Annual Work Plan and Budget prepared;
- Local and international material (journals, reports, research papers, surveys etc.) acquired and circulated;
- A computerized database of the library's catalogue developed and maintained;
- Systems for the recording, security, control, retrieval and circulation of library materials are developed, implemented and maintained;
- Periodic audits of the library's catalogue to identify materials that are overdue or missing conducted;

- Current material both local and international are identified, sourced and budgets prepared
- Library services promoted
- Bi-monthly Library Bulletin prepared;
- Library Disaster Preparedness and Recovery Plan prepared;
- Monthly reports prepared;
- Policy and User Manual developed and maintained up-to-date;
- Resource sharing network between college libraries implemented and maintained;

### **Key Responsibility Areas:**

#### **Technical / Professional Responsibilities**

- Manages and ensures the maintenance of the Collections Management in accordance with established policies and procedures;
- Facilitates the delivery of information in accordance with the requirements of the Access to Information Act;
- Prepares bi-monthly bulletin on Library activities;
- Ensures appropriate classification, cataloguing and indexing of library material;
- Monitors the loaning of material and ensures adherence to circulation procedures;
- Undertakes ongoing weeding to ensure that only relevant books and documents are kept;
- Maintains inventories, compiles statistics and generates reports as required;
- Catalogues and classifies all books, Ministry and Government publications, periodicals, articles and all other related material;
- Promotes the services of the ministry through exhibitions and other promotional strategies;
- Initiates and maintains collaborative networks with other libraries and information units;
- Maintains an up-to-date Accessions' Register;
- Ensures that copies of the Ministry's publications and project documents are deposited in the library and a Special Collection of these publications is maintained in accordance with required standards;
- Prepares abstracts and indexes of related information sources in the library;
- Maintains the Circulations system;
- Prepares subject bibliographies of relevant documents in the library collection;
- Maintains collections of books, periodicals, audio-visual and newspaper clippings;
- Indexes materials for the pamphlet collection;
- Liaises with Librarians in tertiary institutions to ensure that the library's collection is able to support the related curricula and is current;
- Trains Ministry staff to effectively utilise the Library catalogue, Internet, electronic and other research tools;
- Maintains circulation files, records and statistics;
- Provides reference services to library users;
- Maintains an electronic database of Ministry and Government documents and publications;

## **Management/Administrative Responsibilities**

- Recommends and implements library and information policies and procedures;
- Develops and manages accessible library and information services;
- Prepares and submits relevant reports;
- Selects and orders materials and maintains records for payment of invoices;
- Mounts exhibitions on relevant and topical issues and matters relating to education and its development;
- Manages an inter-library loan service;
- Ensures library equipment is maintained in a working condition;
- Reviews and culls library books and periodicals and takes appropriate action for disposal;
- Catalogues and classifies books, periodicals and other library materials;
- Prepares and manages the budget for the library;
- Contributes to the development of the Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment with the Operational Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Maintains customer service principles, standards and measurements;
- Prepares and delivers Library and Information Management related presentations as needed;

## **Performance Standards:**

- Library policies that guide the acquisition, distribution and preservation of library materials are drafted and implemented;
- Up-to-date catalogue and databases of the library material is developed and implemented;
- Internal systems of control are established to ensure easy access to information;
- Documents are reproduced and retained in accordance with intellectual property/copyright laws, established procedures and guidelines;
- Reports are completed and submitted in a timely manner;
- Users' requests are satisfied within the specified time frame;
- Major Library operations are executed (cataloguing, classification, circulations and accessions);
- Facilities for resource sharing are established between the MOEYI's Library and the libraries of tertiary institutions;
- An up-to-date collection of books, periodicals and Ministry publications are acquired and maintained;
- Automated catalogue system established and maintained in accordance with stipulated standards;
- Accessions' Register appropriately maintained;
- Library Bulletins produced;
- Comprehensive Library Disaster Preparedness and Recovery Plan in place;
- Circulations system monitored;
- Monthly reports produced in accordance with established format and timeframe;
- Annual Budget for the Library prepared;
- Two major exhibitions mounted annually;

## **CONTACTS**

## **Internal**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Directors, Managers and Education Officers	Provide and obtain advice/information
Division of Schools Services/ Regional Ministries	Obtain/share information
Project Managers	Obtain information/ provide advice
Heads of Agencies/ Entities	Provide/share information
Chief Information Officer	Obtain technical support
M.I.S.	Obtain technical support

## **External**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
National Library of Jamaica	To obtain/share information, consultation
Jamaica Library Service	To obtain advice, collaboration/consultation.
Librarians in Schools/Tertiary Libraries	To share information
International Technical Bureaucracies	To obtain technical assistance
External Entities (local, regional and international) of related/relevant discipline	To provide advice and information
Suppliers	To acquire relevant library goods and services
General public	To provide information

## **Required Competencies:**

### **Core**

#### ***Knowledge of:***

- Library ethics and professional standards
- Dewey Decimal Classification System and Anglo-American Cataloguing Rules
- Research and information-gathering techniques and tools
- Excellent knowledge of library operations and information management systems and tools
- Good understanding of standard rules and procedures for classifying and processing information.
- Good knowledge of intellectual property and copyright laws relative to document retention and reproduction.
- Knowledge of the Access to Information Act
- Knowledge of GoJ Records and Information Management Policy
- Knowledge of the Copyright Act
- Management and leadership principles and practices
- Indexing and abstracting rules
- Bibliographic and Serials Control
- Government Procurement Guidelines

**Ability to:**

- Communicate effectively verbally and in writing
- Manage a library and its collections
- Analyse and solve problems
- Conceptualise and mount library exhibitions and prepare advertisements
- Demonstrate exceptional Customer Service Skills
- Exercise good supervisory skills
- Exhibit good human relations skills
- Operate a computer and utilize various software applications
- Demonstrate sound work ethics and professionalism
- Attention to details

**Minimum Required Education and Experience**

- Bachelor's Degree in Library Science, Information Studies, Information Management or related discipline;
- Certification/ training in Supervisory Management would be an asset
- Three (3) years' experience in Library or Information Management.

**Authority To:**

- Issue Library materials and equipment;
- Apply penalties for delinquent library loans;
- Select and procure library material and equipment;
- Organize and design library

**Specific Conditions associated with the job:**

- Normal working conditions;
- May be required to work beyond normal working hours;
- May be required to work on weekends and public holidays
- Lift boxes
- Move book carts
- Exposure to dust