

CIRCULAR No. 76
OSC Ref. C.5851¹⁶

5th March, 2019

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **National Library of Jamaica (NLJ)**:

1. **Audio-visual Technical Co-ordinator (MCG/AVP 4)**, salary range \$1,466,354 - \$1,743,034 per annum and any allowance(s) attached to the post.
2. **Digital Technician (MIS/IT 3)**, salary range \$1,010,789 - \$1,201,511 per annum and any allowance(s) attached to the post.
3. **Human Resource Officer (GMG/AM 2)**, salary range \$903,316 - \$1,073,758 per annum and any allowance(s) attached to the post.

1. **Audio-visual Technical Co-ordinator (MCG/AVP 4)**

Job Purpose

The incumbent will co-ordinate the technical services of the Audio-visual and Micrographics Branch which includes the supervision of micrographic, film and sound operations.

Key Responsibilities

Technical/Professional:

- Supervises the film/sound operations by:
 - ✓ Ensuring that the transfer of 16mm cinefilm to digital format is done to international standards
 - ✓ Ensuring that the transfer of audio formats (e.g. audio reel to reel, audiocassettes, phonodiscs) to digital format is done to international standards
 - ✓ Provides guidance on the transfer of 16mm films and video cassettes in an advanced state of deterioration
 - ✓ Monitoring and performing quality control checks with regards to the digitization of videocassettes, phonograph records, film, etc.
 - ✓ Determine the appropriate treatment of deteriorating 16mm cinefilm;
- Supervises the Micrographic operations by:
 - ✓ Co-ordinating workflow processes and procedures;
 - ✓ Conducting quality control checks with regards to:
 - i. Completed microfilms
 - ii. Duplicated microfilm
 - iii. Digitized microfilm;
 - ✓ Determining the appropriate treatment of deteriorating microfilms
 - ✓ Maintaining the inventory of microfilms;
- Maintains the Department's equipment by:
 - ✓ Researching and advising on the maintenance and replacement of equipment as well as specifications and types of materials to be ordered
 - ✓ Diagnosing and resolving issues relating to audio-visual media systems
 - ✓ Documenting the repairs and maintenance of audio-visual media systems
 - ✓ Monitoring the environmental conditions under which the archival materials are kept
 - ✓ Sourcing goods and services to be procured;
- Co-ordinates the processing of audio-visual queries by:
 - ✓ Consulting with clients to determine their needs
 - ✓ Maintaining contact with external stakeholders to satisfy information needs of clients
 - ✓ Preparing quotations for material requested;

- Co-ordinates the installation of equipment (public address system, recording mechanisms, video recorders, etc.) used for functions and presentations;
- Assists with the preparation of the budget by providing information on:
 - ✓ the capital cost of purchasing new equipment
 - ✓ replacing equipment and supplies
 - ✓ the cost of servicing equipment;
- Digitizes videocassettes (VHS, U-matic, Beta);
- Documents technical metadata for preservation and access to audio-visual resources;
- Keeps abreast of trends and issues pertinent to role and function.

Administrative/Human Resource:

- Submits progress reports on work-related activities and other assigned projects;
- Monitors Work Plans for technical team members;
- Liaises with the Manager in the identification of training opportunities for technical staff;
- Assists in the appraisal of technical staff;
- Participates in the recruitment and orientation of technical staff;
- Conducts on-the-job training for technical staff;
- Represents the Organization at meetings, seminars and conferences as directed.

Required knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Keen commitment to providing superb customer service
- Sound planning and organizing skills
- Excellent analytical, problem solving and decision making skills
- strong leadership and people management skills
- Knowledge of records management
- Excellent knowledge of the techniques in audio-visual preservation and conservation

Minimum Required Qualification and Experience

- Bachelor's Degree in Media Technology or related discipline and two (2) years' related experience.
- Three (3) years' supervisory experience with certification in Supervisory Management.

Special Conditions Associated with the Job

- Exposure to acetate-based microfilm subject to deterioration leading to vinegar-syndrome;
- Exposure to chemicals when undertaking conservation work;
- Will be required to wear protective gears when working with film;
- Will be required to lift and carry objects used in the performance of duties;
- Moderate physical effort required involving bending and stretching;
- Stooping to inspect in confined spaces;
- May be required to work outside of normal working hours at Library events and or functions to include Saturday and or Sunday as directed.

2. Digital Technician (MIS/IT 3)

Job Purpose

The incumbent will create digital images according to archival standards for the purposes of preservation and dissemination.

Key Responsibilities

Technical/Professional:

- Digitises materials held by the Library for long-term preservation and access;
- Digitises materials held by the Library to satisfy customer reprographics orders, provides surrogates, and provides materials for outreach activities such as publications and exhibitions;
- Supports development of the Library's collections through digital photography of people, places, products and events;

- Documents technical metadata for preservation and access to digital resources;
- Adheres to good conservation practice by demonstrating at all times safe handling of documents;
- Creates digital images to support the development and maintenance of the Library's web pages;
- Designs flyers, posters and brochures for exhibition and promotional activities;
- Uses image editing software to appropriate standards;
- Maintains equipment used in digitisation and reproduction, for example scanners, digital cameras, camera lenses, camera stands, and printers;
- Keeps abreast of development, trends and issues in areas of responsibility;
- Prepares Monthly Progress Report.

Required Knowledge, Skills and Competencies

- Knowledge of Image Editing Software such as Adobe Photoshop
- Excellent oral and written communication skills

Minimum Required Qualification and Experience

- Associate Degree in Information Technology or related discipline from a recognized tertiary institution or;
- Secondary level education up to the CAPE level with five (5) CXC passes to include Mathematics, English Language and Information Technology;
- Two (2) years' experience in a digitization environment;
- Training in Graphic Design and Photography.

3. Human Resource Officer (GMG/AM 2)

Job Purpose

Under the direction of the Director, Human Resource Management and Administration, the Human Resource Officer provides support in Human Resource functions such as the administration and benefit services to employees.

Key Responsibilities

Technical/Professional:

- Processes application for vacation, departmental, sick, maternity and no pay leave for employees;
- Prepares leave reports for submission to Director, Human Resource Management;
- Prepares correspondence for the implementation and adjustment of salary related matters;
- Maintains pension particulars for current and former employees;
- Updates Service Records to reflect changes in salary, job title and classification and acting appointments;
- Administers the medical, life and personal accident insurance benefits for employees;
- Monitors the attendance records and prepares relevant correspondence;
- Prepares/collates the absenteeism and late report for employees;
- Administers the process for the issuing of staff identification cards;
- Ensures the maintenance of the personnel records reflecting all changes related to employees;
- Maintains an appropriate system to control and safeguard confidential documents, files and reports;
- Participates in the recruitment process by scheduling appointments, arranging and preparing the necessary documents as directed;
- Assists in providing advice on staff welfare and benefits to stakeholders;
- Monitors vehicle particulars for travelling officers;
- Participates in the development and execution of staff welfare programmes and events;
- Assists with the administration of the Performance Management Records;
- Assists with the application process for loans, grants and exemption benefits;
- Consults with the relevant training/educational institutions to identify training and development opportunities for staff;
- Monitors the work experience and volunteer programme;

- Reviews all Human Resource documentation to ensure up to date information consistent with current policies;
- Exhibits professionalism, tact, diplomacy and confidentiality to promote good working relationship among staff members;
- Keeps abreast of guidelines, policies, procedures and legislation impacting deliverables in areas of responsibility.
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Microsoft Office suite
- Sound knowledge of Government regulations specific to leave administration and service records management
- Excellent interpersonal, human relations and presentation skills
- Good vision for details, methodical and resourceful
- Be able to maintain confidentiality in the strictest sense

Minimum Required Qualification and Experience

- Associate Degree/Diploma in Human Resource Management or relevant discipline;
- Two (2) years' related experience.

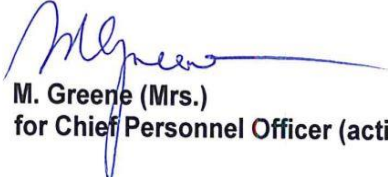
Applications accompanied by résumés should be submitted **no later than Friday, 15th March, 2019 to:**

**Director, Human Resource Management and Administration
National Library of Jamaica
12 East Street
Kingston**

Email: nljhrm@cwjamaica.com

Please note that only short listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**