



Office of the Services Commissions

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CIRCULAR No. 25 **OSC Ref. C.6608¹⁰**

30th January, 2026

Permanent Secretaries, Heads of Department 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**:

1. **Senior Archivist (PIDG/AR 6)**, salary \$6,333,301 - \$8,517,586 per annum.
2. **Information Systems Manager (MIS/IT 6) – Technical Services and Network Division**, salary \$5,198,035 - \$6,990,779 per annum.
3. **Manager, Special Collections (PIDG/LB 4)** salary range \$4,266,270 - \$5,737,658 per annum.
4. **Records Manager (PIDG/RIM 5) – User Services and Conservation Branch**, salary range \$3,501,526 - \$4,709,163 per annum.

1. Senior Archivist (PIDG/AR 6)

Job Purpose

Under the general direction of the Senior Director User Services and Conservation, The Senior Archivist is responsible for the management of acquisition, preservation, care and management of processed and unprocessed special collection records and documents for the benefit of future purposes.

Key Responsibilities

Professional/Technical

- Co-ordinates the arrangement, appraisal, and description of large, complex, multi-lingual archival collections according to professional standards and current archival procedures, using databases, office software, collections management software, and other appropriate technologies;
- Develops in conjunction with relevant stakeholders, marketing/ promotional programmes for the collections;
- Maintains a system of Finding Aids, in electronic and paper form, in accordance with internationally recognized archival descriptive standards;
- Accessions, arrangement, and description of archival collections according to recognized archives standards (ICA Descriptive Standards: ISADG, ISDF, ISDIAH, ISAAR-CPF, DACS, EAD, Dublin Core);
- Arranges public access and use of material for purposes of research, education, and exhibit, in accordance with approved NLJ policies and procedures;
- Manages the rights and reproduction use of the collections;
- Participates in the formulation and implementation of project planning, management, and workflow, determine project goals and schedules, and survey archival holdings to identify materials in need of additional attention;
- Conducts preservation assessments to determine appropriate preservation treatments and archival storage decisions;
- Identifies and prepares materials for digitization, including managing digital assets;
- Develops and administers policy guidelines concerning public access to the collections;
- Research potential acquisitions and make recommendations for collection development;
- Conducts orientations/induction and research consultations to provide instruction on accessing and handling archival materials, organize and deliver tours, course-specific presentations, and information literacy sessions for customers;
- Assists in reference and retrieval of items requested by users;
- Monitors researchers in the archive/library use area;
- Keeps abreast of the changes and techniques in archives management and makes recommendations accordingly;
- Assists in various aspects of archival work including packing, unpacking and moving boxes;
- Develops, implements and reviews operational systems, policies, and procedures to guide the operations of the NLJ and its Annex;

- Conducts research to satisfy user needs;
- Conducts research to determine that gaps in the collection and cascade same for new acquisition to the Collections Development Manager;
- Develops comprehensive risk management framework and implementation plan as part of the overall business continuity planning process;
- Prepares preservation and conservation plans to mitigate against endangerment and reputational risk;
- Curates exhibitions;
- Plans and organizes workshops, webinar and other training and awareness interventions to promote the collection and NLJ;
- Develops and implement environmental control and monitoring systems;
- Develops security and safety management systems for both collection and staff;
- Investigates, recommends, and implements new strategies and technologies to address challenges to long-term preservation and access;
- Identifies and selects materials for repair/restoration;
- Identifies and selects items for digitalization;
- Provides training through JAMLIN, throughout all JAMLIN locations island wide.

Administrative

- Prepares and submits to the Divisional Director the desk's Unit Plan;
- Prepares and submits to the Divisional Director the Workplans for self;
- Compiles and submits monthly, quarterly and annual Branch Reports;
- Maintains a structured circulation system;
- Prepares and submits to the Divisional Director, annual estimates of expenditure;
- Manages the inventory of collections;
- Participates in and maintains professional network that enhances knowledge sharing, growth and development and advances the implementation of best practices through emerging trends/development;
- Attends and contributes to meetings, conferences relating to information management, library, archive and records management as directed;
- Keeps abreast of current professional practices and development, information technologies and research applicable to archives management;
- Interact professionally with a broad range of clients concerning archives projects;
- Co-ordinates the organization's membership in professional Archivists associations;
- Participates in meetings pertinent to role and function;
- Co-ordinates to ensure that all legal and regulatory compliance provisions are adhered;
- Co-ordinate to ensure effective and efficient controlled data management and records management;
- Conducts annual audit of the collection against established Audit Plan;
- Ensures occupational, health and safety plans are embedded in all programmes and activities.

Human Resource

- Conducts performance appraisals for direct reports;
- Assists in the planning and execution of staff training courses;
- Participates in Head of Branch and other related meetings internal and external to the NLJ;
- Participates in the orientation/induction of new employees, interns, fieldwork students and other joiners to the National Library of Jamaica;
- Performs other duties, as assigned.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication
- Good customer & quality focus
- Teamwork & co-operation

Technical

- Acquisition and collection development
- Cataloguing & classification
- Data management
- Information communication technology
- Leadership
- People management
- Planning and organizing
- Preservation & conservation
- Public relations and marketing
- Records management
- Research and reference skills
- Training and development
- Compliance

Minimum Required Qualification and Experience

- A Masters Degree in Archival studies **or**
- A Masters Degree in Library or Information Studies
- Two years related working experience.
- Experience working with archival materials in non-traditional formats and of cultural significance.

Special Conditions Associated with the Job

- Exposure to dust and moldy environment, while wearing the appropriate Occupational Health and Safety protective gear, PPE, provided.
- Exposure to colder than normal temperature in stock areas.
- May be required to lift and arrange library material/resources.
- Required to work outside of normal working hours to include weekends

2. Information Systems Manager (MIS/IT 6)

Job Purpose

Under the general direction of the Director, Technical Services & Network, the Information Systems Manager is responsible for the development, implementation and management of information communications systems and automated business processes to satisfy the information needs of NLJ staff and customers. The incumbent is also responsible for providing library-related information & communication technology (ICT) services to Libraries/Information Units in the Jamaica Libraries and Information Networks (JAMLIN). The Information Systems Manager has responsibility for monitoring ICT operational procedures and internal policy guidelines.

Key Responsibilities

Technical

- Leads Cybersecurity and Data Privacy Efforts;
- Ensures 100% of critical IT Systems and Infrastructure are covered by up-to-date, approved policies (Security, Data Governance, Disaster Recovery);
- Maintains compliance with protecting corporate data, patron information and irreplaceable cultural assets;
- Develops and executes the IT Strategic Plan;
- Formulates and leads the implementation of a multi-year technology roadmap that is directly aligned with the National Library's strategic goals, ensuring technology acts as a key enabler for expanding digital public access, preserving Jamaican cultural heritage digitally, and fast-tracking the digitization of the National Collection;
- Manages and optimize the KOHA LMS Ecosystem;
- Acts as the product owner and subject matter expert for the KOHA Library Management System. This includes leading its implementation, integration, and configuration for external JAMLIN clients as a fee-based service, ensuring high availability and performance for both internal and hosted systems;
- Drives Digital Service Innovation: Champion the development and adoption of new technologies and digital initiatives for patrons and stakeholders including;
 - Overseeing the plans for the online union catalogue, public Wi-Fi, digital archive, and the development of new web applications (e.g., the ISBN administration system for local publishers);
- Oversees Business Continuity and Disaster Recovery (BCDR);
- Ensures the resilience of critical systems, maintain verified backups of all digital assets (especially irreplaceable cultural heritage resources), and conduct regular tests of recovery procedures;
- Manages Enterprise Systems and Cloud Services;
- Oversees the entire technology stack, including network infrastructure, cloud services (Microsoft 365), servers, and storage;
- Ensures high availability, performance, and cost-effectiveness;
- Co-ordinates implementations, upgrades, integrations, and vendor relationships to ensure these systems effectively support the NLJ and as the primary technical liaison for JAMLIN members, Own the Library Management System (LMS) and Core Applications;
- Develops and maintains documentation for Information Systems and procedures. Develop, review, and update all IT policies;
- Chairs the Committee, appointed by the Board of Management, with responsibility for ICT Governance.

Management/Administrative

- Provides technical participation in the development or acquisition of business and information systems;
- Represents the Library's technical interest in meetings, conferences, and other functions;
- Develops, implement, monitor, and report on the Branch Operational Plans and Budgets;
- Develops annual Budget for the Branch to support the projected operational requirements.

Human Resource

- Leads and develops the ICT Team: Ensure continuous improvement, innovation, and succession planning in operations;
- Identifies skills/competencies gaps and collaborate with the Director HRM&A to develop and implement staff development and Succession Plans for the Branch;
- Cultivate a collaborative culture: Promote strong working relationships between the INS Branch and other Branches, ensuring technology is viewed as a collaborative partner in achieving the Library's Mission;
- Manage the performance targets and related activities of direct reports to include Work Plan formulation and periodic appraisals.

Required Knowledge, Skills and Competencies**Core**

- Oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Planning and organizing
- Leadership

Functional

- Information communication technology
- People management
- Training and development
- Data management
- Records management

Skills/Knowledge

- Software-Defined Networking & e (FortiGate)
- Hybrid/Cloud Infrastructure Management (e.g., Microsoft Azure, AWS) and Windows Server
- Integrated Cybersecurity & Resilience Planning: Develop & implement strategies (proactive threat management, automated backups, and disaster recovery plans)
- Microsoft 365 Ecosystem Administration (SharePoint, Power Automate)
- Core Networking & Advanced Security Protocols, including secure configurations for TCP/IP, DNS, DHCP and implementation of HTTPS/TLS and VPNs for secure remote access
- Virtualization & Containerization Technologies (e.g., VMware, Hyper-V)
- Multi-OS Environment Expertise: Proficiency in Windows Server, Linux distributions, and their management in on-premises, virtualized, and cloud contexts.
- Scripting & Process Automation for system administration and integration
- Database Management & Interoperability: Expertise in MS/SQL, cloud-native DBs (e.g., Azure SQL). Knowledge of APIs for system integration.
- Working knowledge of:
 - UNIX/LINUX and Windows operating environments.
 - DBMS, preferably IBM DB2 & MS/SQL.
- Excellent analytical, problem solving and decision-making skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science/Information Technology or the equivalent professional qualification.
- Minimum of (5) years' experience in computer networking with systems analysis.
- Training in administrative principles and techniques of management
- Training in project management would be an asset

Special Conditions Associated with the Job

- Required to work beyond normal working hours to include weekends
- Required to travel both locally and internationally in the execution of official duties
- Possess a valid Driver's Licence and operate a reliable motor vehicle

3. Manager, Special Collections (PIDG/AR 6)

Job Purpose

Reporting to the Senior Director User Services and Conservation, The Manager, Special Collection manages the acquisition, preservation, organization and access agenda for library's rare and unique collections, using techniques that ensure the collection is sustained for current and future generations.

Key Responsibilities

Administrative

- Prepares and submits to the Divisional Director the Branch's Unit Plan;
- Prepares and submits to the Divisional Director the Work Plans for self and direct reports;
- Compiles and submits monthly, quarterly and annual Branch Reports;
- Maintains a structured circulation system;
- Prepares and submits to the Divisional Director annual estimates of expenditure;
- Develops key documentation for the effective and efficient management of the Special Collections to include policies, standard operating procedures, manuals, guidelines etc.;
- Manages the inventory of collections within the Branch;
- Participates in and maintains professional network that enhances knowledge sharing, growth and development and advances the implementation of best practices through emerging trends/development;
- Attends and contributes to meetings, conferences relating to information management, library, archive and records management as directed;
- Keeps abreast of current professional practices and development, information technologies and research applicable to special collections management;
- Manages the Branch to ensure that it operates efficiently and effectively;
- Develops business continuity plan for the Branch;
- Interacts professionally with a broad range of clients concerning special collections projects;
- Co-ordinates the organization's membership in professional associations;
- Participates in meetings pertinent to role and function;
- Co-ordinates to ensure that all legal and regulatory compliance provisions are adhered;
- Co-ordinates to ensure effective and efficient controlled data management and records management;
- Conducts annual audit of the collection against established audit plan;
- Ensures occupational, health and safety plans are embedded in all programmes and activities.

Technical

- Conducts research to satisfy user needs;
- Conducts research to determine that gaps in the collection and cascade same for new acquisition to the Collections Development Manager;
- Develops comprehensive risk management framework and implementation plan as part of the overall business continuity planning process;
- Prepares preservation and conservation plans to mitigate against endangerment and reputational risk;
- Co-ordinates tours to the Special Collections Branch;
- Co-ordinates the workflow of the Special Collections Branch;
- Ensures library management systems reflect the most current cataloguing/archive standards;
- Develops local authorities for the metadata structure of the special collections;
- Curates exhibitions;
- Develops finding aids and/or other tools to facilitate user access to archival collections;
- Plans and organizes workshops, webinar and other training and awareness interventions to promote the Special Collection and NLJ;
- Manages the planning and development of the Special Collection facilities and services by:
 - Overseeing the maintenance of equipment
 - Co-ordinating the delivery of services to clients
 - Procuring supplies and equipment.
 - Manage the space appropriately.
 - Develop and implement environmental control and monitoring systems.
 - Develop security and safety management systems for both collection and staff.
- Investigates, recommends, and implements new strategies and technologies to address challenges to long-term preservation and access of Special Collections;
- Identifies and selects materials for repair/restoration;
- Identifies and selects items for digitalization;

- Provides training through JAMLIN throughout all JAMLIN locations island-wide;
- Performs other duties as assigned.

Human Resource

- Participates in the selection and recruitment of direct reports for the Branch;
- Conducts performance appraisals for direct reports;
- Assists in the planning and execution of staff training courses;
- Conducts Branch Meetings;
- Participates in Head of Branch and other related meetings internal and external to the NLJ;
- Provides planned and ad hoc guidance and training on aspects of Special Collections Management;
- Manages all direct reports in the Special Collections Branch;
- Participates in the orientation/induction of new employees, interns, fieldwork students and other joiners to the National Library of Jamaica.

Required Knowledge, Skills and Competencies

- An undergraduate Degree in Librarianship or Archives and Records Management from a recognized University
- Demonstrated knowledge of preservation practices, cataloguing and classification, metadata management, issues, and emerging trends in the field.
- Five years experience in working in a Library environment at a managerial level.

Minimum Required Qualification and Experience

Core

- Good oral and written communication
- Good customer & quality focus
- Teamwork & co-operation

Technical

- Acquisition and Collection Development
- Cataloguing & Classification
- Data Management
- Information Communication technology
- Leadership
- People Management
- Planning and organizing
- Preservation & Conservation
- Public Relations and Marketing
- Records Management
- Research and Reference skills
- Training and Development

Special Conditions Associated with the Job

- Exposure to dust and moldy environments
- Exposure to colder than normal temperature in stock areas
- Required to work outside of normal working hours to include weekends

4. Records Manager (PIDG/RIM 5)

Job Purpose

The incumbent is responsible for developing, implementing, monitoring and maintaining the records and information management programme throughout the NLJ in compliance with policies, procedures and standards of the Jamaica Archives and Records Department (JARD). The Incumbent is required to manage the records throughout the records management lifecycle within the required legal and regulatory framework.

Key Responsibilities

Professional/Technical

- Develops and implement a policy and procedural framework to guide staff in the management and use of their records;

- Establishes and maintains a functional records management business classification scheme;
- Maintains and supports the implementation of retention schedules to ensure the systematic review and disposition of records, including the transfer of records to the Jamaica Archives and Records Department;
- Manages the appraisal, retention, disposal, storage, maintenance, and other aspects of the Library's Records Management programme;
- Carries out frequent reviews of existing retention schedules to ensure that they are compliant with relevant legislation, records management best practice and support the operational needs of the National Library of Jamaica;
- Organises the disposal of records in accordance with their retention schedule;
- Reviews and approves requests for records disposition, coordinates transmittal and disposition of Agency records;
- Directs and co-ordinates the transfer, storage and disposal of inactive administrative records;
- Carries out surveys and reviews to ensure compliance with the record management procedures and standards;
- Handles sensitive or confidential records with utmost discretion;
- Develops strategies for disaster recovery and risk management;
- Co-ordinates the digitization of company records;
- Develops and implement key documentations;
- Organizes the execution of RIM Committee Meetings;
- Provides advice/recommendations on the ongoing organization and storage of material to facilitate planning for future needs;
- Ensures compliance with record-keeping requirements resulting from legislation, auditing rules and other relevant regulations;
- Keeps current with emerging document management trends and current dominant technologies in records management;
- Develops and implements a structured records management training and development programmes;
- Reviews the organization of all incoming documents according to a functional classification schemes;
- Maintains security and confidentiality of records;
- Reviews and authorizes the transfer of files to a secondary storage facility;
- Co-ordinates with the IT Branch to procure/develop a user-friendly, computer-aided records management system to include file tracking and access control;
- Operates a centralised mail management service for the National Library of Jamaica by:
 - Receiving all incoming correspondence by ensuring that all mail addressed to the Library are opened, recorded, stamped and routed to the appropriate officer/branch for action.
 - Ensures that confidential mails are recorded and routed unopened.
- Dispatches for post, all outgoing mails;
- Manages and reconcile the stamp impress;
- Maintain value book for cheques received for the Library;
- Dispatches the Drivers and Attendants with outgoing mail for delivery.

Management/Administrative

- Compiles an Access to Information Manual containing dissemination of functions, duties, services of the Library and procedures for obtaining documents in sufficient detail to facilitate requests for access to records/information;
- Maintains and oversees Attendance Records;
- Prepares Annual/Quarterly/Monthly/Periodic Reports;
- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Prepares performance and other reports, as required;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares Workplans for direct reports;
- Contributes towards the development and delivery of a records management training and awareness programme;
- Co-ordinates to ensure business continuity in the event of a disaster;
- Embeds and maintains privacy, confidentiality and integrity of the overall records and information management.

Human Resource

- Manages the welfare and development of direct reports, holiday workers, interns or contract workers using agreed performance management tools;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Provides guidance to staff through coaching, mentoring and training, help and support, as needed;

- Participates in the recruitment of staff;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Department;
- Participates in the orientation of new recruits, as directed;
- Maintains harmonious relationships with colleagues;
- Implement occupational health and safety programme within Branch.

Customer Service

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interest and needs of customers in business process design;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Teamwork & co-operation
- Good customer & quality focus
- Leadership skills

Technical

- Records Management
- Training and Development
- Data Management
- Information Communication Technology
- Planning and Organizing
- Leadership
- Sound knowledge of the GOJ Records and Information Management Policy, Procedures and Standards
- Excellent knowledge of relevant legislation (ATI Act and Archives Act)
- Sound knowledge of international information governance requirements
- Knowledge of access to information and data protection requirements
- Working knowledge of disaster mitigation, preparedness, and response
- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities
- Knowledge of office management and administrative procedures and practices
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Ability to work independently and make sound and reasoned decisions
- Advanced IT skills in relation to Word, PowerPoint, and Excel

Minimum Required Qualification and Experience

- Degree in Archives & Records Management **or**
- Degree in Library and Information Studies with Certification in Records Management.
- Two (2) year related working experience at the supervisory of managerial level

Special Conditions Associated with the Job

- Working environment involves possible exposure to dusty conditions.
- Require doing some amount of lifting, bending, stooping and frequent walking in the performance of duties.

Applications accompanied by résumés should be submitted **no later than Thursday, 12th February 2026, to:**

**Director, Human Resource Management and Administration
National Library of Jamaica
12 East Street
P.O. Box 823
Kingston**

Email: nljhrm@nlj.gov.jm

Please note that only shortlisted 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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

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