



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 88 **OSC Ref. C.5851²⁴**

4th May, 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 **vacant post of Graphic Artist (MCG/AVT 2)** in the **Jamaica Library Service**.

Job Purpose

Under the direction of the Director, Corporate Communications and Marketing, the Graphic Designer is responsible for designing graphics and producing digital media collateral for promotion of the Library's services and resources for diverse media platforms.

Key Responsibilities

- Develops preliminary designs/artwork based on instructions and specifications;
- Executes approved designs/artwork;
- Executes videography and editing for promotional content;
- Coordinates printing of media products.

Required Knowledge, Skills and Competencies

- Proficiency in the use of relevant graphics and video editing software
- Strong illustration and graphic design skills
- Good oral and written communication skills
- Ability to work with tight deadlines
- Very good attention to details and accuracy
- Ability to multi-task across several ongoing projects

Minimum Required Qualification and Experience

- Diploma or Certificate in Graphics Design, Media Technology or any other related field;
- Five (5) CXC Subjects, including English Language and Information Technology;
- One (1) year's experience in a similar position.

Special Condition Associated with the Job

- May be required to work outside of normal working hours.

Applications, accompanied by Résumés, should be submitted **no later than Friday, 15th May, 2026, to:**

**Director General
Jamaica Library Service
2 Tom Redcam Drive
P.O. Box 58
Kingston 5**

Email: dirgen@jls.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)**