



Office of the Services Commissions

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CIRCULAR No. 150
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3rd August, 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 be assigned to the post of **Librarian (PIDG/LB 4) (not vacant)** in the **Corporate Services Branch, Documentation, Information and Access Services Unit, Ministry of Foreign Affairs and Foreign Trade**, salary: \$4,266,270 per annum.

Job Purpose

The incumbent will be responsible for planning, organising and administering the operations of the Library in order to ensure the provision and maintenance of an up-to-date collection of reference material to service the information needs of the Ministry (Headquarters and overseas mission).

Key Responsibilities

Management/Administration

- Responsible for planning, organizing and administering the operations of the library;
- Provides inputs for the Unit's Strategic, and Operational Plan and Budget;
- Prepares quarterly reports and special reports on library service and projects.

Professional/Technical

- Responsible for the acquisition, organization and maintenance of the reference library collection at Headquarters, geared to meeting the information needs of the Ministry's clientele and the public;
- Catalogues and classifies incoming materials, including books, Ministry publications and periodical articles;
- Ensures that the Ministry's publications are deposited in the Library and maintained as a special collection;
- Liaises with librarians in other agencies and tertiary institutions to ensure that the Ministry's library collection supplements the information needs of students and other entities;
- Establishes and maintains policies and procedures for the retrieval, delivery and dissemination of reference material to staff at Headquarters and overseas missions;
- Produces and issues current awareness bulletins to inform staff of newly acquired reference materials in the Library collection;
- Conducts searches to source information on current affairs issues for staff;
- Facilitates the delivery of information to students, the general public and other agencies which require selective research material and information;
- Conduct periodic audits of the ministry's library catalogue to identify materials that are overdue or missing;
- Secure and maintain a collection of Ministry's artifacts;
- Implements and manages new technology to improve the operations and services of the library;
- Assists with the preparation of displays for special exhibitions hosted by the Ministry;
- Participate in the activities of the Government Libraries and Information Network of Jamaica (GLIN) and Special Libraries Network.

Required Knowledge, Skills and Competencies

- Organizational awareness - knowledge of the Ministry's role and function. General awareness of Jamaica's foreign policy.
- Sound knowledge of the theories, principles and techniques of library and records management, including the Universal Decimal Classification System and Resource Description and Access (RDA) skills.
- Knowledge of KOHA and other library automation software
- Good planning and organizing skills.
- Excellent research skills
- Ability to communicate effectively in both oral and written format

- Strong customer service skills
- Familiarity with the provisions of the Access to Information Act.
- Proficiency in the use of relevant Computer Applications (MS Word, Desktop Publishing, PowerPoint,)
- Knowledge of database management systems
- Ability to conceptualize and mount library expositions
- Knowledge of intellectual property and copyright law relative to document retention and production.

Minimum Required Qualification and Experience

- A First Degree in Library Science, Information Studies or related discipline
- Certificate in Supervisory Management
- Certificate in Computer Applications
- Knowledge of preservation of materials would be an asset.
- A minimum of five (5) years' experience as a Librarian

Applications accompanied by résumés should be submitted **no later than Monday, 17th August, 2026 to:**

**Senior Director,
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

Email: recruitment@mfaft.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.



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