



Houses of Parliament

Jamaica

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SENIOR LIBRARY ASSISTANT Pay Band 4 (PIDG/LA 2)

Applications are invited from suitably qualified officers for the post of **Senior Library Assistant** (PIDG/LA 2), **vacant** at the **Houses of Parliament**. The salary range is \$1,550,136-\$2,084,761 per annum.

JOB PURPOSE

Under the supervision of the Librarian, the incumbent will assist with the maintenance of an up-to-date reference and research material within the library and the acquisition and provision of printed and electronic information to meet the needs of the Parliament.

MAIN DUTIES AND RESPONSIBILITIES

Technical Responsibilities

- Assists the Librarian with classifying, sorting, indexing/cataloguing and processing publications and materials acquired by the library;
- Assists the Librarian in conducting research for the Houses of Parliament and its clients;
- Labels and arranges library materials on shelves using standard classification procedures and in a manner which facilitates easy access;
- Conducts inventory of library materials and assists in the purging of obsolete materials;
- Assists with maintenance of an up-to-date compilation of newspaper excerpts;
- Assists visitors to the Library in research and information gathering;
- Maintains an Accession Register consisting of all publications in the custody of the Library;
- Updates and maintains the library's database;
- Utilizes systems control in the loaning of library materials and monitors loan records to ensure materials are returned as scheduled;
- Monitors compliance with current intellectual property and copyright laws in the reproduction and disposal of documents;
- Assists with the maintenance of a well-ordered and customer-friendly library environment;

- Assists in the promotion of the library's services through brochures and the mounting of exhibitions;
- Performs other related duties as assigned.

REQUIRED SKILLS/COMPETENCIES

- Excellent oral and written communication skills
- Good interpersonal skills
- Ability to work on own initiative
- Good research and analytical skills
- Knowledge of computer applications including Microsoft Office Suite
- Knowledge of established library systems and procedures

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Diploma or Certificate in Library Studies from a recognized tertiary institution
- Minimum of two (2) years' working experience in a Library, Records Management Centre or Document Centre, in an organization of similar size and complexity

Application accompanied by résumé should be submitted **no later than Friday, June 9, 2023**
to:

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston

Please note that only short listed applicants will be contacted.