



# CAREER OPPORTUNITY

## Librarian (Level 5)

The National Works Agency is seeking suitably qualified individuals to fill the above-mentioned position.

### Minimum Requirements

#### **QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in Library Science or equivalent from a recognized tertiary institution
- A minimum of three years work experience in Librarianship and Information Management

#### **SKILLS REQUIREMENTS**

- Information management
- Knowledge of computer applications required to create webpages, process and retrieve information
- Excellent research skills
- Excellent communication and interpersonal skills

#### **REPORTS TO: *Manager Information Resources***

#### **SUMMARY OF DUTIES**

- Identify information needs, develop and implement the requisite facilities to acquire information materials to support policy formulation, decision making and problem solving.
- Process information materials using standard rules and established procedures and practices
- Conduct adequate research to provide information where available.
- Initiate and develop systems and control for the retrieval, circulation, routing and general dissemination of information materials
- Develop systems for the proper storage and preservation of information materials.
- Supervise the duplication of documents in keeping with intellectual property/copy right laws.
- Promote the facilities and services of the library through exhibitions/ displays, publications and other promotional activities.

Submitted application in writing  
**no later than March 27 , 2020 to:**  
**Manager, Personnel and Industrial Relations,**  
**National Works Agency,**  
**140 Maxfield Avenue, Kingston 10 or**  
**email: [recruitment@nwa.gov.jm](mailto:recruitment@nwa.gov.jm)**

The National Works Agency thanks all applicants in advance for responding. Only short listed applicants will be contacted.