



CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA

**Invites applications from suitably qualified persons for the post of
LIBRARIAN (on a part-time basis)**

Job Summary

Under the general supervision of the Public Education Officer, the incumbent will be responsible for the development and implementation of a functional library system that will allow for timely access to information related to the organization and the electoral processes by both staff and the public in general.

Core Duties

1. Development of policy and procedures document related to collection development, circulation of materials, digitization of materials, internet use and records management and weeding of materials
2. Implementation of an effective and efficient records management system
3. Implementation of integrated library management system, which will cover the tasks of recording the bibliographic details of the resources held in the library, lending of materials to staff and the development of a library webpage.
4. Cataloguing and classification of materials held in the library
5. Digitization of important archival documents for retention
6. Creation and implementation of a cohesive physical library space which meets the needs of the staff or outside users for research, study and training.
7. Develop a proper display area for memorabilia held in the library's collection

Minimum Qualification and Experience

- First Degree in Library & Information Studies, Librarianship, Library Technical Studies or other related discipline from an accredited institution.
- Three (3) years' experiences as a Librarian or in a similar position

Applications should be submitted by April 30, 2021 to:

**The Director, Human Resource Management
P.O. Box 671, G.P.O.
Kingston
Email: hr@ej.com.jm**

We thank all applicants for their interest but only shortlisted candidates will be contacted.