



Librarian Cataloguer

The Planning Institute of Jamaica (PIOJ) is seeking to identify a suitably qualified candidate to fill the position of Librarian Cataloguer

Pay Band 8; Salary starting at \$3,770.761 p.a.

Responsibilities

- Manage the operations of the Bibliographic Database
- Catalogue, classify and organise library materials
- Organise the dissemination of information to internal and external stakeholders
- Support capacity building and coordinate technical services training for professionals across the Government Libraries Information Network of Jamaica (GLINJA)
- Assist in the preparation of statistical reports and analyses
- Assist in the development of multimedia facilities

Qualification and Experience

- Master's degree in Librarianship or Information Management or Bachelor's degree in Library and Information Studies
- A minimum of 5-7 years' related experience

Knowledge/Skills /Attributes

- Expertise in Resource Description & Access (RDA)
- Proficiency in KOHA integrated library systems would be an asset
- Working knowledge of Universal Decimal Classification (UDC)
- Excellent oral and written communication skills
- Team player with good interpersonal and people management skills
- Excellent customer service skills
- Excellent organisational and time management skills

Applications should be submitted no later than **January 31, 2024** to:

The Director, Human Resources
Planning Institute of Jamaica
16 Oxford Road
Kingston 5
Fax: 906-5011
Email: vacancies@pioj.gov.jm
Website: www.pioj.gov.jm

We thank you for your expressions of interest, however, only short-listed applicants will be contacted.