



## **LIBRARIAN**

The Planning Institute of Jamaica invites applications from suitably qualified candidates to fill the position of Librarian.

Salary minimum \$2,190,302 p.a. (Level 5)

### **Main Responsibilities:**

1. Oversee the circulation, maintenance, and tracking of the library's physical and digital collection
2. Provide reference, research assistance and material loans service
3. Assist with the monitoring of the '**Ask the Librarian**' virtual portal
4. Maintain the physical organization, shelving, preservation, and retrieval of the general collection, newspapers, and photograph collection
5. Assist with cataloguing resources, along with updating, editing, and maintaining KOHA database
6. Support the administration of the Government Libraries and Information Network of Jamaica to streamline access to locally generated socio-economic data

### **Qualification and Experience Required:**

- Bachelor's degree in Library and Information Studies
- At minimum three years' related experience

### **Knowledge/Skills/Attributes**

- Working knowledge of the **KOHA** database software
- Knowledge of Universal Decimal Classification (**UDC**)
- Proficiency with Microsoft Suite
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Excellent customer service skills

Applications should be submitted no later than **June 29, 2026** addressed to:

Senior Director  
Human Resources  
Planning Institute of Jamaica  
16 Oxford Road, Kingston 5  
Email: [vacancies@pioj.gov.jm](mailto:vacancies@pioj.gov.jm)  
Website: [www.pioj.gov.jm](http://www.pioj.gov.jm)

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