



LIBRARIAN/DOCUMENTALIST

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

Salary minimum \$5,198,035 p.a. (Level 8)

Main Responsibilities:

1. Provide research, reference and reader's advisory services for staff, stakeholders, and external researchers
2. Manage the acquisition, of physical materials (books, media), digital resources (e-books, databases, serials) and display equipment
3. Manage the **'Ask the Librarian'** virtual portal
4. Plan, manage promotional activities such as displays and exhibitions and other library initiatives
5. Implement and maintain Standard Operating Procedures (SOPs) for library operations
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 five years' related experience

Knowledge/Skills/Attributes

- Knowledge of Resource Description and Access (RDA)
- Knowledge of Universal Decimal Classification (UDC)
- Proficiency in KOHA integrated library systems would be an asset
- Proficiency with Microsoft Suite
- Excellent customer service skills
- Excellent oral and written communication skills
- Must be a team player with good interpersonal 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
Website: www.pioj.gov.jm

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