



THE UNIVERSITY OF THE WEST INDIES MONA, JAMAICA, WEST INDIES

The University of the West Indies (UWI) is a dynamic, international institution serving the countries of the Commonwealth Caribbean. Its faculties and institutes offer a wide range of undergraduate, masters and doctoral programmes in Humanities and Education, Science and Technology, Engineering, Law, Medical Sciences, Sport and the Social Sciences. The institution represents the oldest of its kind within the region and has produced outstanding leaders who have made remarkable contributions to regional development.

Applications are invited from suitably qualified individuals for the post of:

ACQUISITIONS LIBRARIAN

Mona Library

Reference No. MPN 103523

The UWI Mona Library seeks a dynamic Acquisitions Librarian. The Acquisitions Librarian performs a variety of specialized duties involved in the acquisition of library resource materials in different formats including electronic, audio-visual, and print resources and participates in database maintenance. In consultation with the Head of Section, he/she manages all processes related to the acquisition of serials (print and online) for the Library. The Acquisitions Librarian collaborates with the Head of Acquisitions in all aspects of leadership, provides oversight for the staff and operations of the section, and helps with assessing existing workflow to streamline tasks and reduce redundancies.

The successful candidate will be required to:

- Identify and purchase missing issues of journals to fill gaps in the collection with particular attention to local serials
- Add and arrive new serials to the holdings records using the Aleph Acquisitions module
- Monitor and ensure full access to all online journals via UWILinc
- Manage all processes related to the cancellation and renewal of serials subscriptions
- Harvest usage statistics for online serials
- Assist with the management of Journal Subscriptions
- Streamline the acquisition and processing of material from Government Agencies
- In consultation with the Head of Section, manage all processes related to the donation of material to the library
- Process Faculty reading lists and follow up
- Deliver required information literacy sessions in foundation courses
- Provide face-to-face, telephone, e-mail and virtual reference service as scheduled
- Work with the Head of Acquisitions to prepare grant proposals and other donor support material
- Perform Department Liaison duties

Qualification and Experience

- Master's degree in Library and Information Science (MLIS) from an accredited university **Or** Bachelor's degree in Library and Information Science (BLIS) with other relevant Master's Degree
- Three or more years' experience in a similar capacity

Skills Required

- Strong working knowledge of ALEPH and PHAROS systems
- Excellent research, teaching and communication skills
- Strong referencing abilities

For further particulars on the University of the West Indies, Mona and the Mona Library, visit <https://www.mona.uwi.edu/library/>

Applicants are required to submit **(i)** a cover letter, **(ii)** a completed employment application form, **(iii)** curriculum vitae giving full particulars of qualifications, experience, the names and addresses of three (3) referees (one of whom should be from your present organisation) and **(iv)** copies of academic qualifications. Application for employment forms including the publication supplement can be found at <https://www.mona.uwi.edu/hrd/forms>

All applications documents should be sent by electronic mail to hrmd.odes@uwimona.edu.jm addressed to the **Campus Registrar** for the attention of the **Director, Human Resource Management Division, The University of the West Indies, Mona Campus, Kingston 7, Jamaica**. All applications must include the reference number **MPN 103523** in the subject line of the email. The final date for receipt of applications is **March 15, 2024**. Applicants are advised to ask their referees to send reports under confidential cover to the above address without waiting to be contacted.

The University thanks all applicants. However, due to the volume of applications, only shortlisted candidates will be contacted.

The University of the West Indies, Mona Campus..... Inspiring Excellence, Producing Leaders