



**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 been responsible for producing outstanding leaders who have made remarkable contributions to regional development.

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

**LIBRARIAN – TECHNICAL SERVICES  
Mona Library  
Reference No. MPN103452**

The Technical Services Librarian, Acquisitions Section, collaborates with the Head of Section in all aspects of strategic leadership and management of staff and operations of the Section. These operations include, but are not limited to, liaising with key stakeholders in the acquisition of information resources and timely processing of these resources using various platforms, to ensure access to the University community. He/she is also expected to contribute to the formulation of policies relating to the development of the Library's collections.

**The successful candidate will be required to:**

- Receive and process a wide variety of material and resources in multiple formats from around the world to support the teaching and research mission of the University of the West Indies, Mona.
- Forge close links with faculty, branch and public service librarians in order to ensure the timely receipt of reading lists from all teaching departments.
- Scrutinize Reading List component for courses to support the quality process.
- Communicate and build relationships with book vendors, publishers and publishers' representatives regarding the purchase of print and e-books and processing of invoices.
- Produce annual statistical data on varied aspects of the cost of items encumbered for various budget holders for the academic year and the number of items purchased.
- Supervise the creation of original records, and replacement records in Aleph.
- Supervise the receipt of all donations in conjunction with the Head of Section
- Maintain the Library's internal A-Z database list.
- Assist the Library Exhibition Team with sourcing material for and mounting of exhibitions by the Library and other Campus Department/Units.

**Essential Qualifications and Experience:**

- Minimum of a Master of Library and Information Science, MLIS;
- Experience in archives/special collections in a higher education / library setting;
- Demonstrated ability to work collaboratively with colleagues and be dedicated to working positively with colleagues;
- At least five (5) years' experience of working in the related areas.

**Candidates who possess the following will be at a distinct advantage:**

- Demonstrated scholarly research and publications;
- Evidence of contribution to the Public Service or field of study.

Applicants are required to submit and a completed employment application form, curriculum vitae, giving full particulars of qualifications, experience, the names and addresses of three (3) referees (one of whom should be from your present organization) and copies of academic qualifications. These should be sent by electronic mail to [hrmd.odes@uwimona.edu.jm](mailto: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 **MPN103452** in the subject line of the email. The final date for receipt of applications is **February 28, 2020**. 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**