



**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 – WEST INDIES AND SPECIAL COLLECTIONS (WISC)
Mona Library
Reference No. MPN100215**

The **Special Collections Librarian** will collaborate with faculty, librarians and students to develop and promote the rare and special collections of the Library. He/ she will provide leadership for and participate in processing, preserving, and making accessible The UWI Mona Library's rare book and manuscript collections. We seek an enthusiastic and energetic colleague who will function as an integral member of a team providing researcher support, outreach and instructional services.

The successful candidate will be required to:

- Promote the use of special collections among the campus, local and other scholarly communities;
- Conduct and manage staff in the processing of archival collections, including arrangement, description, and preservation of collections in a variety of formats;
- Develop and conduct instruction sessions using WISC resources;
- Curate and contribute to exhibitions (online and physical) and social media;
- Provide face to face and virtual reference service;
- Contribute to the life of the university and advance teaching, research and community outreach.
-

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 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 **MPN100215** 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*