



NATIONAL LIBRARY OF JAMAICA

Invites applications from suitably qualified persons to fill the position of **RESTORER (PIDG/AR2) (2 POSITIONS)**

JOB PURPOSE

Assist in the repair, binding and conservation of books, maps, manuscripts and other library materials.

KEY RESPONSIBILITY AREAS

- Maintains record of the condition of each item so that a record is created describing the condition before and after work is complete;
- Examines items to determine the type and amount of work to be done;
- Repairs and restores items;
- Constructs preservation boxes (drop-spine, pamphlet, storage, serial holders);
- Prepares items and assists in mounting exhibitions and displays;
- Assists in monitoring the environmental condition in the reading rooms

Required Skills/Competencies

- Application of preservation and conservation techniques
- Good Written & Oral Communication skills
- Teamwork and Cooperation
- Customer & Quality Focus
- Attention to Detail
- Neatness & Accuracy

MINIMUM QUALIFICATIONS AND EXPERIENCE

- 4 CXC subjects or equivalent including English Language or
- 2 Years experience in conservation/book binding techniques and secondary level passes in English Language

Special Conditions associated with the job

Exposure to chemicals used in conservation of materials.

Required to wear protective gears and clothing when performing duties

Required to work outside of normal working hours to include Saturdays and Sundays

Salary Scale: \$12, 025 - \$14,222 per week

Interested persons may submit applications no later than **April 18, 2017** to:

Director HRM & Administration
National Library of Jamaica
12 East Street, Kingston;
Email: nljhrm@cwjamaica.com