



COUNCIL OF LEGAL EDUCATION

NORMAN MANLEY LAW SCHOOL

ADVERTISEMENT FOR POST OF LIBRARIAN

The Council of Legal Education invites applications from qualified persons for the post of Librarian at the Norman Manley Law School, Mona Campus, Kingston, Jamaica.

The successful applicant will be expected to assume duties on **Wednesday, March 1, 2018**. The position is a full-time one and no outside employment may be undertaken without the prior approval of the Council of Legal Education. The appointment will be by contract for three (3) years in the first instance and is renewable.

SKILLS REQUIRED

The Librarian is responsible for providing foreign and international reference and research service to internal and external patrons. More particularly, the Librarian is responsible for providing comprehensive legal reference, research and information service to support the teaching programme and research capability of the Norman Manley Law School (NMLS) and is therefore responsible for all aspects of the library operations of the NMLS. This includes budgeting, hiring and supervision of library staff, strategic planning with respect to the future growth and development of the law library, and initiating and monitoring library programs and services.

The successful applicant is required to possess the following:

- Master's degree in Library and Information Studies (MLIS) or its equivalent.
- At least five (5) years' experience as a practicing professional librarian with a minimum of two (2) years in a supervisory capacity.
- Effective leadership skills.
- Sound knowledge of library management principles, practice and systems, including budgeting and planning.
- Sound knowledge of acquisitions techniques for collection building.
- Good knowledge of legal publications.
- Good knowledge of legal research techniques.
- Good knowledge of Integrated Library Systems and other electronic resources and database technology relating to the law.
- Coaching ability for performance improvement.
- Good knowledge of IT technologies to support libraries.
- Very good content management and research skills
- Very strong written, verbal and presentation skills.
- Experience in information and communications technology with demonstrated use of Microsoft Office
- Strategic management skills including planning and implementation.
- Human resource management and development skills.
- Very good knowledge of and demonstrated use of Microsoft Office.
- Excellent analytical, problem solving and decision-making skills.
- Very good budget preparation and management techniques.

- Excellent customer relationship management skills.
- Strong management skills.
- The ability to maintain confidentiality.

THE POSITION

The Librarian has the accountability to the Principal for the operations of the Law Library. The duties and responsibilities of the post include, but are not limited to:

- Managing a legal information service for the students and staff of the NMLS, including the Norman Manley Law School Legal Aid Clinic and to ensure that the Library's collection and resources are sufficient to meet the primary goal of supporting the teaching and research needs of the faculty, staff and students of the School.
- Managing the development of the Law Library's collection resources in all formats.
- Managing and maintaining an Integrated Library System.
- Reviewing print and electronic materials in NMLS subject areas and make recommendations for additions, deletions and enhancements to the collection.
- Providing general reference, directional and research guidance service for law inquiries using both print and online resources.
- Providing instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Managing the work of library staff to meet agreed objectives.
- Liaising with other institutions, libraries, booksellers and publishers to maintain an adequate stock of relevant publications and allied materials.
- Liaising with professional colleagues in local, regional and international organizations to keep abreast of developments in law library development.
- Developing, implementing and update policy, procedures and guidelines for library usage.
- Preparing annual estimates of expenditure and report on budget spending.
- Preparing and submitting to the Principal, annual reports on the activities of the law library
- Planning and participating in training, seminars, and workshops for staff, including orientation and training of new staff members and non-professional staff.
- Assisting in analyzing user needs and recommends new projects, programs and services for various library user groups.
- Performing such other duties, functions or activities assigned by the Principal.

THE APPLICATION

Six (6) copies of the following documents are required:

- Letter of application
- Curriculum vitae and supporting documents
- Three (3) letters of recommendation

To be submitted no later than **November 17, 2017** to:

**THE OFFICE OF THE PRINCIPAL
NORMAN MANLEY LAW SCHOOL
P.O. Box 231
Mona Campus
Kingston 7
JAMAICA, W.I.**

Only shortlisted applicants will be acknowledged.

Information relating to salary and allowances may be directed to the Office of the Principal, Norman Manley Law School at 1-876-927-1235/1899.

For a copy of this advertisement and/or further particulars, please refer to www.nmls.edu.jm