



OFFICE OF UTILITIES REGULATION

Regulating Utilities for the Benefit of All

CAREER OPPORTUNITY

The Office of Utilities Regulation (OUR) invites applications from suitably qualified individuals to fill the following position:

LIBRARIAN/INFORMATION OFFICER

CORE FUNCTIONS:

Under the general direction of the Public Affairs Specialist, the incumbent is responsible, inter alia, for:

- ◆ **Coordinating the activities of the OUR's Information Centre (OURIC)** and information policies and procedures so as to maintain the intellectual capital of the OUR;
- ◆ Monitoring and ensuring that an efficient library, website and research service, to both the internal and external customers, is implemented in accordance with the established policy guidelines for the operation of OURIC, and any other applicable regulations;
- ◆ **Ensuring OURIC and the OUR's website is kept up-to-date** with relevant materials pertaining to the utility sectors the OUR regulates;
- ◆ Coordinating the distribution of all publications produced by the OUR; and
- ◆ Assisting in various consumer awareness and public education activities.

REQUIRED QUALIFICATIONS, EXPERIENCE &

CRITICAL COMPETENCIES:

- ◆ A degree in Library and Information Studies or related field from a recognized tertiary institution;
- ◆ Minimum three (3) years work experience in a Library and in website management;
- ◆ Proficient in the use of information technology, specifically MS Office Suite and relevant Library/Information Management Software;
- ◆ Working knowledge of current library principles and practices, professional library policies, methods and techniques, including general referencing, classification, and cataloguing;
- ◆ Excellent oral and written communications skills;
- ◆ Outstanding research skills;
- ◆ Must be competent in using the Dewey Decimal System; and,
- ◆ Experience in planning outreach activities would be an asset.

Applications should be submitted no later than Friday, 2018 January 12, to:

Director, Administration and Human Resource
THE OFFICE OF UTILITIES REGULATION
3rd Floor, PCJ Resource Centre
36 Trafalgar Road, Kingston 10, Jamaica.

Email: employment@our.org.jm ◆ www.our.org.jm
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