

**Details Regarding the Vacant Post of
Director, National Library Service, Prime Minister's Office (Culture)**

In accordance with Paragraph 2 of the Recruitment and Employment Code of the First Schedule of the Public Service Act, Cap. 29, applications are invited from suitably qualified persons for the post of Director, National Library Service, Prime Minister's Office (Culture).

QUALIFICATION REQUIREMENTS:

A postgraduate degree in Library Science, Library and Information Science or in Archives Management; and

(a) A certificate or a diploma in Management or Public Administration; and

(b) not less than seven years' relevant experience, three of which should be in a senior management position.

SALARY SCALE:

S3: \$127,417.24 per annum (Fixed)

ALLOWANCES:

The holder of the post will be eligible for the following allowances:

Telephone: \$103.59

Entertainment: \$551.63

Travel: \$609.24

DUTIES AND RESPONSIBILITIES:

- Reports to the Permanent Secretary of the Ministry that has oversight of the Department;
- Has overall responsibility for all government library services and for providing expert advice to government on library and information services;
- Supervises the Deputy Director, Coordinator of Government Department Libraries, Senior Librarians, Data Processing Manager, Supervisor, Microfilming and Binding, Executive Officer, Assistant Accountant and Graphic Artist;
- Plans and organizes activities, programmes, and resources to support the mandate and mission of the organization to serve the Barbadian community as its primary source of information products and services for education and training, personal and social development;

- Develops proposals, coordinates government and non-government resources in an effort to provide a sustainable country-wide public library service offering information products and services to a diverse customer base;
- Networks with public and private agencies in information and information related fields to further the promotion of literacy in all its forms;
- Develops and promotes institutional arrangements to strengthen the role of the National Library Service as the national depository and repository of the Nation's documentary heritage;
- Coordinates resources to strengthen and maintain a library and information network across government agencies and institutions to support policy development research and promote the availability of government documents;
- Oversees the preparation of the Library's annual programme and budgetary proposals to the Ministry;
- Operates within the framework established by the various laws and regulations issued by the Government of Barbados for the management of the Barbados Public Service and the parameters established by the Library's annual work programme and internal regulations for the management of the organization.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform the duties of the Director, National Library Service effectively, candidates should demonstrate:

- Excellent interpersonal skills to interact positively with staff and the general public;
- Excellent oral and written communication techniques in order to provide reports as necessary using varied presentation tools;
- Financial Management and Audit (Financial) Rules;
- The Public Service Act, Cap 29 and the General Orders of Barbados, 1970;
- The Occupational Health and Safety Act and Regulations;

- All local specific as well as information and data related legislation (e.g. copyright, legal deposit, etc.);
- The ability to understand and implement performance analytics to provide feedback to guide measures to improve capacity building;
- Knowledge of the Performance Review and Development System (PRDS);
- A grasp of accounting and financial management; and
- The ability to develop effective labour-management skills.

WORKING CONDITIONS:

- Traveling between sites is part of the job therefore a valid driver's license and the ability to drive are required;
- Flexible working hours;
- Contact with the general public; and interaction with service providers; and
- Although most of the work will be done using electronic office equipment, the environment of the Library is largely paper-based and the incumbent should expect to handle paper stock in new and old conditions.

REQUIRED COMPETENCIES:

MANAGEMENT COMPETENCIES

i. Thinking Strategically

- *Is astute and aware of the impact of wider political and social issues upon policies and decision making;*
- *Is clear about their role and status in the wider Public Service and understands the need to see the big picture;*
- *Has a good understanding of how the Ministry and their role within it must interact with other parts of the Public Service; and*
- *Is clear about the differences between strategic and operational thinking and planning and is realistic and well-informed about policy setting.*

ii. Managing and Team Working

- *Leads from the front, communicating and motivating people towards stretching goals;*
- *Inspires staff and delivery partners to engage fully with long term vision and purpose of the Ministry;*
- *Supports, promotes or defends own and team's actions and decisions where needed; and*
- *Communicates with conviction and clarity in the face of tough negotiations or challenges.*

iii. Managing Change

- *Seeks and encourages ideas, improvements and measured risk-taking within own area to deliver better approaches and services;*
- *Encourages a culture of imaginative thinking, seeks to expand mindsets and genuinely listen to ideas from employees and stakeholders;*
- *Creates effective plans, systems and governance to manage change and respond promptly to critical events; and*
- *Understands and identifies the role of technology in public service delivery and policy implementation.*

iv. Choosing and Deciding

- *Analyses and evaluates pros and cons and identifies risks in order to make decisions that take account of the wider context, including diversity and sustainability;*
- *Ensures involvement and consultation with officers at all levels, as necessary, in order to take decisive action when required;*
- *Demonstrates options, risks and impacts, including economic, environmental, political and social; and recommends plans to manage risks; and*
- *Takes decisions in timely and strategic fashion in order to keep the momentum in policy implementation.*

v. Knowledge Management

- *Works with colleagues to keep team knowledge up to date and alerts colleagues to new knowledge and experience;*
- *Uses the processes, standards and guidelines required to manage knowledge and information in their work place, and promotes their use amongst colleagues; and*
- *Demonstrates responsibility for their continuing development of skills, for knowledge and information management in the context of their work.*

CORE COMPETENCIES

i. Personal Development

- *Creates a culture of continuous improvement by managing the talent of their staff and by providing opportunities for colleagues to develop themselves;*
- *Appreciates their key as a leader in team building and development by supporting and mentoring colleagues; and promoting the sharing of expertise and knowledge;*
- *Is alert to opportunities for organisational learning as they arise and uses these for team and personal growth and development;*
- *Ensures that there is an openness and an entitlement culture in respect of learning in the workplace and role models the practice of 'learning at the desk'; and*
- *Has a good understanding of the development needs of the members of staff in order to be able to meet objectives indicated in strategic plans and government initiatives.*

ii. Communicating

- *Actively uses the most effective communication tools (e.g. formal letter, memo, email);*
- *Is visible to staff and stakeholders and regularly undertake activities to engage and build trust;*

- *Through clarity and effective communications other officers are inspired and strongly motivated to do likewise;*
- *Actively promotes diversity and equality of opportunity inside and outside the Public Service; and*
- *Is open and inviting to the views of others and responds despite pressure to ignore, revert or concede.*

iii. Getting the Best from Others

- *Is open and generous in celebrating success with colleagues and gives praise where it is due;*
- *Builds and maintains an effective team through giving constructive feedback and, where necessary, coaching individuals to give of their best;*
- *Encourages collaborative team working within own team and across the Ministry;*
- *Shows a genuine care for staff and others and knows when to intervene to tackle personal and professional matters; and*
- *Tackles poor performance or inappropriate behaviour in a prompt, calm and constructive manner.*

**To review full Competency Framework, please visit <https://mps.gov.bb/framework>*

APPOINTMENT:

The appointment may be permanent and pensionable or on a contractual basis.

Pensionable Officer:

If the appointment is awarded on a permanent basis, the appointment is subject to medical fitness and a probationary period **except** in the case of serving officers who already hold a permanent appointment.

Contract Officer:

The contract will be awarded for a period of not less than three (3) years, and may be subject to renewal. A contract gratuity at the rate of 20% of basic salary is payable on satisfactory completion of each year of service or at the end of the contract.

LEAVE:

Leave is granted as follows:

Vacation Leave:

Forty-two (42) days' vacation leave per year of which fourteen (14) must be taken annually or lost. In either case five (5) of the fourteen (14) days must be taken consecutively. There is a maximum accumulation of one hundred and twenty-six (126) days per annum for permanently appointed officers. Officers on contract will be paid for any vacation leave not utilised at the end of the contract year.

Sick Leave

Twenty-one (21) days sick leave per calendar year for permanently appointed officers or officers on contract.

METHOD OF SELECTION:

The selection process will be competency based and may involve interviews, oral and written tests including psychometric tests, or any other method of selection approved by the Administrative, General and Professional Service Commission. Only suitably qualified applicants will be considered for selection. If a Priority List is created arising out of the selection process, and approved by the appointing authority, it will be valid for a period of two (2) years in keeping with Section 6 of the First Schedule of the Recruitment and Employment Code of the Public Service Act Cap. 29.

Applicants should be aware that where more than one method of selection is used, applicants may be shortlisted in order to move on to the next stage of the selection process.

ASSESSMENT:

Officers will be assessed on the following:

- Relevant qualifications and professional training;
- Experience;
- Assessment method approved by the Administrative, General and Professional Service Commission;
- Appraisal Forms of the Performance Review and Development System (PRDS);

- Testimonials;
- General Suitability; and
- Any other assessment method approved by the Administrative, General and Professional Service Commission.

It should be noted that the Performance Review and Development System (PRDS) report will be required for Public Officers.

All officers are subject to the terms of their contract as well as the Public Service Act, Cap. 29, regulations, rules, orders and departmental instructions which may be in force from time to time and performance will be assessed using the Performance, Review and Development Systems (PRDS), 360° Feedback Tool, and the utilisation of Performance targets.

Persons who are not serving officers, who have been short-listed for interview, must provide a written testimonial from their **current** or **last** employer. The testimonial must be submitted to the Director General Human Resources, Ministry of the Public Service, before the date of the interview.

Applications on appropriate forms (**SC 35**) to be used by officers permanently employed in the Public Service of Barbados and (**SC 21**) for all other applicants must be accompanied by an up-to-date Curriculum Vitae, a recently completed PRDS report (for public officers) and two (2) recent testimonials (for all other applicants).

Applications should reach the Director General, Human Resources, Ministry of the Public Service, E. Humphrey Walcott Building, Corner Culloden Road and Collymore Rock, St. Michael, no later than **May 6, 2022** Applications with all required documents may be submitted to vacancy@mps.gov.bb. Please place the post for which you are applying in the subject line of the email.

Only applicants who meet the eligibility criteria at May 6, 2022 will be acknowledged.

The advertisement of this post is scheduled to appear in the Nation Newspaper and the Barbados Advocate on **2022-04-22**.

**PEOPLE RESOURCING AND COMPLIANCE DIRECTORATE
MINISTRY OF THE PUBLIC SERVICE**