

TERMS OF REFERENCE (TOR) for
LIBRARY ASSISTANT

The post offers an opportunity for a Library Assistant to make a major contribution to the renovation of the Library of the Caribbean Environment Programme. The Library is a key part of the Programme and contains a wealth of information on the environment in general and the marine environment in particular.

Period: The period of this assignment is 3-6 months

Location: Kingston, Jamaica

Rationale: The Caribbean Environment Programme is facilitated by the Caribbean Regional Coordinating Unit (CAR/RCU) located in Kingston, Jamaica. CAR/RCU serves as the Secretariat for the Action Plan of the CEP as well as for the Protection and Development of the Marine Environment of the Wider Caribbean Region (Cartagena Convention). CAR/RCU does not conduct any research itself, but serves as a focus for the collection, review, analysis and dissemination of studies, publications and the result of work performed under the aegis of CEP.

Supervision: *Supervisor:* Kumiko Yatagai, Administrative Officer

With daily advice and guidance provided by: Denise Blackstock, Secretary

Duties, responsibilities and output expectations:

The duties of the Library Assistant will consist of an initial period of familiarizing him or herself with the Library, how to use the Library Database Software and then the actual Data Entry.

- ❖ Firstly; the Library Assistant will become familiar with the Library and the information stored within in order to understand how the materials are categorized and filed.
- ❖ Secondly; books, publications and reports will be reviewed to determine those that are still current from those that are outdated or no longer relevant. This would be in an effort create space for more updated and new information.
- ❖ Thirdly, the Library Assistant will become familiar with the Library Database Software CD-ISIS (Computerized Documentation - Integrated Set for Information Systems), which is used to enter, code, classify, search and locate entries.
- ❖ The Library Assistant will then undertake the data entry of books, publications and reports written mostly in English and some in Spanish.

- ❖ Once the data entry has been done; the books, publications and reports will be filed systematically in their respective sections.
- ❖ Taken together, these actions will facilitate the storage, easy location and retrieval of information when so required.

Reporting:

The candidates will report directly to his or her supervisors on any issues or challenges being faced in carrying out the duties. It is expected that at the end of the assignment, the Library database will be properly organized. The materials are to be easily found and accessed both in the Library database software and in the Library.

Required qualifications:

Excellent written and oral communication skills in English are essential, basic knowledge of Spanish is desired. Proficient computer skills and good organizational ability

Remuneration: This position is without remuneration; however, it presents an excellent opportunity to get an in-depth understanding of the Programme and to access a wide range of information on the different aspects of the environment.