



RS FORM 2-JOB DESCRIPTION

SECTION A: POSITION DETAILS

MINISTRY/AGENCY/OFFICE: National Parliament of Solomon Islands

DIVISION/SECTION: Parliamentary Information Services **DUTY STATION:** Honiara

POSITION NUMBER (HRMIS): 279-00033 **MINISTRY VACANCY REF:** 1/2022

POSITION TITLE: Senior Librarian Officer

POSITION LEVEL: L7/8

SALARY RANGE: \$1,848.59 - \$2,084.70

THIS POSITION REPORTS TO: Chief Librarian

THIS POSITION SUPERVISES: nil

SECTION B - SCOPE OF DUTIES

This position will contribute to the organization functions and strategies by;

Integration of the Library's Collection Services and Reference Services which is responsible for the acquisition, organisation, processing, maintenance and management of the Library's collections to facilitate the identification and fulfilment of the information needs of the Parliament. This also includes responsibility for media monitoring and the provision to clients of Third-party audio-visual content and footage of parliamentary proceedings.

SECTION C - LIAISONS

a) Internal: Members of Parliament, and Parliamentary staff

b) External: Government Ministries and other stakeholders of relevant to Library and Research Services.

SECTION D: KEY DUTIES

The officer required to:

1. Identify, compile and acquire hard and e-copy of relevant library resources in accordance with National Parliament of Solomon Islands Library Collection Development Policy.
2. Manage the Parliamentary library Collection, including monographs, government publication, periodicals and non-print materials.
3. Undertakes and coordinates work as part of the Collection Services to ensure access to accurate and timely information for clients.
4. Maintaining and developing the Library's management system, digital repository and print collections including serials, legislation, government publications, media releases and general collections;
5. Sourcing and editing media clips including TV, radio and footage of parliamentary proceedings; administration of legal deposit requirements.
6. Preserve and conserve Library Resources, ensuring old and valuable books, historical collections and rare materials are kept under special conditions.
7. Organize, arrange and maintain the physical setup of the Parliamentary Library Collection from time to time.
8. Continuously monitor and report to ICT Support staff regarding website information.
9. Perform any other duties that may be delegated by the Chief Parliamentary Librarian

SECTION E – KEY RESULT AREAS

Successful performance of the duties will be indicated by:

1. Maintain and develop the Parliamentary Library's collection, both electronic and print
2. Respond to requests from clients and library staff

3. Manage the daily operation of audio-visual media monitoring services, which may involve some work out of regular hours during Parliamentary sitting days.
 4. Supervise, train and direct staff. (Library Assistant Level 5, and Library Technician Level 2 staff)
 5. Participate in management of stack collection
 6. Web maintenance and authoring of library's webpage.
 7. Work across all sections of Collection Services to address areas of the greatest need, as directed by Chief Librarian
 8. Actively participate in nominated projects
 9. 100% attendance (unless on authorised leave) and compliance with Code of Conduct
-

SECTION F – CAPABILITY AND QUALIFICATIONS

Mandatory Qualifications

- Bachelor Degree in Library and Information System and/or Diploma in Library and Information System or Library Management.

Desirable Qualifications

- Tertiary qualification in Library Science and Information System is desirable for this role.
- ICT or media work experience is desirable

Capabilities Required

- Maintaining a general awareness of the operations of Parliament, its policies, procedures and conventions.
 - Maintaining of technologies, issues and workarounds as they relate to the Parliament's technology environment and clients' use of Library services.
 - Strategic to lead and manage Library Resources and User Services.
 - Ability to coordinate the operations in dissemination and retrieval of library information and resources to the library clients.
-

SECTION G – SELECTION CRITERIA

Experience:

1. Effective research, writing and conceptual skills.
2. Effective organizational skills in order to manage competing priorities
3. Understanding of the role of Parliament and the system of government in the Solomon Islands.
4. Experience and current knowledge of information technology resources and library systems

Knowledge:

5. Extensive working knowledge of original cataloguing practice and procedure, according to established library standards.
6. Minimum two years of high-level cataloguing experience, including experience with government publications
7. Extensive experience and current knowledge of information technology resources and library systems (such as Koha LMS and DSpace Digital Repository).
8. Demonstrated interest in the emerging library and technology trends, and an ability to implement new services in response to changing user needs.
9. Good knowledge of current affairs as it relates to government throughout Solomon Islands.
10. Understanding of the role of Parliament and the system of government in the Solomon Islands

Skills and ability:

11. Ability to understand and comply with the public service Code of Conduct and follow all other laws, policies and procedures which relate to the improving gender equality and creating safer workplaces.
12. Ability to develop and deliver effective customer services to Members and staff and clients of the Parliament.
13. Ability to work collaboratively in a team and independently with a high level of autonomy
14. Ability to use and manage a range of computing software
15. A strong commitment to continuous improvement

SECTION H – TERMS AND CONDITIONS

- Salary per fortnight: \$1,848.59 - \$2,084.68
- Salary per annum: \$48,063.39 - \$54,201.70
- Annual Leave: 28 days
- Housing allowance \$277.29
- Rental Eligibility \$2,700

Other conditions of service will be outlined in the Agreement of Service upon appointment.

SECTION I – APPROVAL (BUSINESS USE ONLY)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the role and will assist the Ministry/Agency to achieve its corporate objectives.



19/04/2022

.....
Clerk to National Parliament/Head of Agency

.....
Date Approved:

Additional Comments: