



PS FORM 6 - JOB DESCRIPTIONS

Section A - Position Details

***MINISTRY/OFFICE:** National Parliament Office ***DIVISION:** Parliamentary Library

***VACANCY NUMBER:** 279-00033..... ***Aurion Position Number**.....

1. **Position Title:** Senior Librarian
2. **Position Level:** 7/8 3. **Salary Range:** \$41,683.10 - \$47,006.57 per annum
4. **Duty Station** Honiara.
5. **Reporting Responsibilities;**
 - a) **Reports to:**
Chief Parliamentary Librarian
 - b) **Subordinate Reports:**
Library Assistant;

Section B – Liaisons

- a) **Internal:**
Members of Parliament,
NPO Staff
- b) **External:**
Ministers of the Crown;
Permanent Secretaries
Student Researchers
Attorney General's Chambers
Academic Researchers
Academic Libraries
Parliamentary Libraries

Section C - Scope of Duties

This position will contribute to the organisation functions of the Library Resources by;

The Senior Librarian is responsible for Information Resources section of the National Parliamentary Library of Solomon Islands to provide effective access to the Parliamentary Library's rich collection of printed and electronic resources to best serve the information needs of the Members of Parliament and other Parliamentary Library clients.

The position holder undertakes a wide variety of cataloguing and collection management tasks under the direction of the Chief Parliamentary Librarian, to ensure that both print and digital Library materials are easily accessible to clients, including other Library staff and those working in Parliament House. The position holder may coordinate the operations of a particular aspect of Information Resources at a comprehensive level.

Section D - Key Duties

****The Officer will be required to:***

1. Identify, compile and acquire 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. Preserve and conserve Library Resources, ensuring old and valuable books, historical collections and rare materials are kept under special conditions.
4. Organize, arrange and maintain the physical setup of the Parliamentary Library Collection from time to time.
5. Continuously monitor and report to ICT Support staff regarding website information.
6. Supervise, conduct appraisal and coordinate the work of Library Assistant Staffs.
7. Assist the Chief Parliamentary Librarian, in drafting Departmental Annual Work Plan, report writing, presentation to management and daily management of the Library.
8. Assist Chief Parliamentary Librarian in the development and review of library policies.
9. Perform any other duties that may be delegated by the Chief Parliamentary Librarian and the National Parliament Management Group.

Section E - Key Result Areas

****Successful performance of the duties will be indicated by:***

- 1) Relevant Library resources acquired, managed, stored in special conditions and made accessible to Members of Parliament and Library stakeholders.
- 2) Library physical set up is well organized in a way that provides an easy access to information, books and resources both hardcopy and electronic materials.
- 3) Close collaboration with Parliament ICT team and ensure Library information systems such as (Koha) and Digital management System (DSpace) are updated and kept in operation.
- 4) Library Collections, including monographs, government publication, periodicals and non-print materials are updated in terms of their latest version.
- 5) Old and valuable books, historical collections and rare materials are kept under special conditions.
- 6) Supporting customer service and reference desk help are available in a timely, relevant, impartial, manner.

Section F - Key Capabilities and Qualifications

Key Capabilities:

- 1) Strategic skills to lead and manage Library Resources and User Services
- 2) Communication skills to clearly give directions and listen to suggestions and feedback and clearly communicate with members of parliament and library users
- 3) Ability to coordinate the operations in dissemination and retrieval of the library information and resources to the library clients.
- 4) Customer service oriented

Qualifications:

Diploma and certificate qualification in Library and/or information management or equivalent qualifications or 3 years' experience in library management.

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

- (a) Salary per fortnight: \$1,603.20 - \$1,807.94
- (b) Salary per annum: \$41,683.10 - \$47,006.57
- (c) Annual Leave: 42 days per annum
- (d) Other conditions of service as 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.

Permanent Secretary/Head of Agency

Date Approved

Additional Comments: