



**THE UNIVERSITY OF THE WEST INDIES
MONA, JAMAICA, WEST INDIES**

LIBRARY

***Applications are invited from suitably qualified persons for the post of:
Deputy Librarian – Digital Strategies and Collections***

The University of the West Indies (Mona) Library is seeking an innovative, collaborative and visionary, Deputy Librarian who will work closely with the Campus Librarian, the Technical Staff and the Mona Information Technology Service to develop, implement, and administer digital strategies that can support and enrich every stage of the scholarly process for UWI Mona faculty, researchers, and students.

Qualifications

- Applicants must possess a Master's degree in Library and Information Studies (MLIS)
- Applicants must also have project management certification/experience as well as a minimum of 5 years' experience in a management position, preferably in a library, and demonstrate a consultative and inclusive leadership style
- A commitment to research and scholarship is also required.
- Current certification/professional qualification in Information Technology or a closely related field of study as is a distinct advantage.

Duties and Responsibilities

The position provides strong leadership and deep expertise in the development and delivery of all discovery and technology-related services. The incumbent has overall responsibility for all aspects of Library collections to support teaching and research, including acquisition, cataloguing, metadata creation, digital initiatives, scholarly communication, and data management.

The successful applicant will provide vision, strategic direction and leadership in matters to redefine collections, technical services, preservation and digital services in the context of emerging trends in these areas. This will include developing proposals, budgets, and managing new projects and activities including initiatives in Discovery and Digital Transformation.

Interested parties should submit detailed application, giving full particulars of qualifications and experience, bio-data; and names, titles, mailing and e-mail addresses, and telephone numbers of three (3) referees to be sent as soon as possible to the: **UNIVERSITY REGISTRAR, OFFICE OF ADMINISTRATION, THE VICE CHANCELLERY, UNIVERSITY OF THE WEST INDIES, MONA, KINGSTON 7, JAMAICA, W.I. ATTENTION:**

Mrs. Deon Nicely-Simpson, E-mail: (happlications@uwimona.edu.jm).

Further particulars of the post including full details of the remuneration package may be obtained from the Office of Administration by contacting us at the email address above, or by visiting our website at (<http://www.uwi.edu>).

Deadline for applications is July 25, 2023

The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted.