



STAFF RECRUITMENT

Trinidad and Tobago Securities and Exchange Commission invites applications for the following **permanent** position:

LIBRARIAN (POLICY RESEARCH AND PLANNING DEPARTMENT)

A. Job Summary

The incumbent is responsible for the efficient and effective functioning of the Library Services by maintaining a comprehensive collection of information resources in alignment with the Commission's information needs.

B. Responsibilities / Accountabilities

- Catalogues, classifies, indexes and files reference materials according to library procedures.
- Consults with the Manager and seeks his/her approval in selecting and purchasing resources essential to the work of the Commission.
- Consults with users to analyze current and anticipated information needs to develop and deliver relevant information packages.
- Participates in the Department's budgeting process for the acquisition of library materials.
- Develops and administers orientation programmes on library systems, policies and procedures.
- Develops and maintains programmes for the promotion of library services.
- Consults and seeks the approval of the Manager when developing and maintaining programmes for the promotion of library services.
- Maintains the library resources and ensures that the library's physical space is orderly and that all services are readily available.
- Performs other job-related duties as required.

C. Minimum Qualifications and Experience

- Bachelors' degree in Library Science or a related discipline.
- Two (2) years' relevant experience in library environment.
- Any other equivalent combination of education, training and experience will be considered.

D. Competencies

Technical Competencies:	Behavioural Competencies:
<ul style="list-style-type: none">• Knowledge of policies and procedures in libraries• Competent in Microsoft Office Suite• Research including database search skills• Knowledge of library software applications• Communication Skills	<ul style="list-style-type: none">• Integrity• Teamwork/ Cooperation• Initiative/ Drive• Customer orientation• Strategic understanding• Analytical thinking• Relationship building

E. Key Contacts

- Internal: Research and Legal Divisions for advice, references and queries.
- External: Central Bank Library, Supreme Court Library, Industrial Court Library, National Library and Information System Authority (NALIS) and other relevant special libraries locally as well as IOSCO Member States Libraries, regionally and internationally, to aid with Inter Library Loans and user research needs.

Salary Range - \$10,753 - \$19,888

All applications should be forwarded under confidential cover and addressed as follows:

Vacancy – Librarian

Director, Human Resources

Trinidad and Tobago Securities and Exchange Commission
Levels 22-23, Tower D
International Waterfront Centre
1 Wrightson Road
Port of Spain

Email address: vacancies@ttsec.org.tt

Applications should arrive no later than February 18, 2025.

The Commission thanks everyone for your interest, however, only shortlisted candidates will be contacted.