

## **LIBRARIAN (PIDG/LB3)**

### *Job Summary*

To offer library related services and assist the overseeing of the administrative and operational activities of library.

***Salary Scale: \$1,504,491.00 - \$1,788,367.00***

### ***Minimum Qualification and Experience requirements:***

- Bachelor Degree in Library Science or related field
- 2 years' supervisory experience in the library profession an asset.
- Training in Supervisory Management

## **LIBRARY ASSISTANT (PIDG/LA2)**

### *Job Summary*

The Library Assistant will assist the Librarian in providing library services to the students and staff. The incumbent will provide technical library services and research for students and staff.

***Salary Scale: \$852,190 - \$1,012,987***

### ***Minimum Qualification and Experience requirements:***

- 4 CSEC/GCE O' Levels
- Library Technician Certificate
- Two (2) years' experience in a library.
- Competency in the use of computer and library software

## **COOK (EIGS/GS2)**

The cook will work closely with the Matron and Assistant Matron to prepare, cook and serve meals according to the menu for the students and staff.

***Salary Scale: \$10,254 to \$11,602 per week***

### ***Minimum Qualification and Experience requirements:***

- 2-3 years' experience working preparing meals in a similar capacity
- Completed Secondary education
- Holder of a valid food handler's permit
- HEART/NTA NVQJ certification an asset

Please submit Application Letter and Curriculum Vitae to:

The Chairman  
C/o The Personnel Manager  
Church Teachers' College: Mandeville  
40 Manchester Road, Mandeville, Manchester.  
Email: [hr@ctc.edu.jm](mailto:hr@ctc.edu.jm)

**Only shortlisted applicants will be contacted.**