



UWI
ST. AUGUSTINE
CAMPUS

Librarian III/II

FURTHER PARTICULARS

Be part of a Great West Indian Tradition

The University of the West Indies (UWI) is a well-established independent university that serves 17 countries of the Commonwealth Caribbean: Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, The British Virgin Islands, The Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, and the Turks & Caicos Islands. [Read more ...](#)

Ranked Among the Best

Only Caribbean University Ranked Among BEST IN THE WORLD



An innovative, internationally competitive, contemporary university deeply rooted in the Caribbean, The UWI is an international university, in every respect, with links extending beyond the region to well over 100 universities worldwide.

The Times Higher Education rankings in 2018 and 2019, placed The UWI as the number 1 ranked university in the Caribbean out of over 200 registered institutions across the region; and among the top 3% of some 2,000 registered universities in the wider Latin America and the Caribbean. In 2020 The UWI was ranked among the THE's top 100 "Golden Age" universities established between 1945 and 1967. [Read more ...](#)

About UWI

The first of UWI's five campuses began in 1948 at Mona, Jamaica, as a College of the University of London. The St. Augustine Campus in Trinidad & Tobago was added in 1961 and UWI achieved full university status in 1962. St. Augustine was followed by campuses at Cave Hill, Barbados (1963), the Open Campus (2008), and the Five Islands Campus in Antigua & Barbuda (2019). [Read more ...](#)

Our 8 Faculties

Teaching at the St. Augustine Campus takes place within eight faculties - Engineering, Food & Agriculture, Humanities & Education, Law, Medical Sciences, Science & Technology, Social Sciences, and Sport. Each Faculty offers a wide range of undergraduate and postgraduate programmes. [Find out more ...](#)

Get to Know Us

Visit <https://www.uwi.edu/> to find out more about The UWI. For more on the St. Augustine Campus, visit <https://sta.uwi.edu/>. Read the latest Campus news in our monthly publication, [UWI Today](#) and follow us on social media [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [LinkedIn](#).

About the St Augustine Campus Libraries

The UWI St. Augustine Campus Libraries are the repository and gateway for information in support of the teaching, learning and research needs of the University community and Caribbean society. The Campus Libraries aim to develop an information literate community through the establishment and continuous improvement of an innovative information environment, the provision of excellent service and the continued development of our human resources.

There is currently an integrated network of 5 libraries at St Augustine: The Alma Jordan Library, The Medical Sciences Library, The Norman Girvan Library at The Institute of International Relations Library, The School of Education Library and The Republic Bank Library at the Arthur Lok Jack Graduate School of Business. These libraries serve specific Departments and Faculties, but their resources can be used by all members of staff and students of the University.

Items in the collections of these five libraries can be found in a single Online Public Access Catalogue (OPAC). This OPAC is integrated into the recently established Single Virtual Library Space (UWILinC), which provides a single point of access to the print and digital information resources of all four campuses of the University. UWISpace, our institutional repository, serves as a digital archiving facility for the research output of the University.

A sixth library being operationalised as part of the UWI St. Augustine Campus Library network in 2024 is the Eric Williams Memorial Library which is located in Port of Spain.

The Eric Williams Memorial Library

The Eric Williams Memorial Library (EWML) is home to the Eric Williams Memorial Collection, Research Library, Archives and Museum. It is the University of the West Indies St Augustine Campus Libraries largest research collection. It documents the life and times of Dr. Eric Williams, first Prime Minister of Trinidad and Tobago, international statesman, and esteemed scholar.

Comprising Williams' personal papers, photographs, his own extensive library, as well a large range of artifacts, the material depicts various aspects of Dr. Williams' life and his contribution to Trinidad and Tobago, the Caribbean region, and the world. The Collection was named to the UNESCO Memory of the World Register in 1999. This Register is a global compendium of documents, manuscripts, oral traditions, audio-visual materials, library, and archival holdings of universal value and worldwide significance.

The Eric Williams Memorial Library is located at the corner Knox and Pembroke Streets, Port of Spain on the site of the old Trinidad Public Library which was opened to the public in 1902. The facility will now comprise a museum (open to the general public) and a research library serving researchers mainly by appointment. The EWML will be linked to the Campus Libraries network and users will also have access to the

digital information resources and platforms owned and subscribed to by The UWI.

Tenure of Appointment

Appointment as Librarian III/II will normally be for three (3) years in the first instance, with eligibility for consideration for renewal.

Subsequent to the first appointment, a member of staff who has served in an equivalent position in this or some other University for a period of six (6) years will be eligible for consideration for indefinite tenure.

Appointment to this post is subject to the [Charter of the University and to its Statutes, Ordinances, Rules and Regulations](#), including Statute 36 – Retirement of Members of Staff.

Further details may be obtained from the Campus Registrar, The University of the West Indies, St. Augustine, Republic of Trinidad and Tobago.

Librarian III/II

Qualifications and Experience

The successful candidate must possess an accredited Master's degree in Library and Information Science or Archives and Records Management.

Candidates must also possess:

- Experience supporting research and reference services
- Functional knowledge of cataloguing standards and metadata schema such as MARC, RDA, EAD, and Dublin Core etc.
- Capacity to contribute to the development of library services through the harnessing of appropriate technologies and communication channels

Candidates with the following would have an advantage:

- Experience working in an academic/research library, or a special collections/archives environment
- Proficiency in the use of integrated library systems, and electronic databases
- Competence in the development of policies and procedures to ensure quality library services

Evidence of a record of research and publication in the field of Library and Information Science or other subject disciplines would be considered an asset.

Special Responsibilities

- Cataloguing special collections materials/artifacts.
- Effectively creating and enhancing descriptive metadata in digital repositories and platforms, applying appropriate schema based on standards, best practices, and the needs for digital collections.
- Preparing project plans and leads, coordinating or participating in projects relating to collection development and acquisition and collection management and access, including preservation and digitization activities.
- Identifying opportunities for service and quality improvement and developing efficient and effective workflows and procedures.
- Providing advice, training and guidance to less experienced staff to enable them to undertake their duties effectively.
- Working collaboratively with University and Campus Libraries' Teams on initiatives which support teaching, learning and research goals of the institution.

- Maintaining current awareness of developments and trends in the field of Library and Information Science and/or archives management.
- Engaging in research, publication and scholarly communication activities as expected of an academic librarian employed with The University of the West Indies.

Personal Attributes

The Campus places high priority on individuals of integrity who are client focused and can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential. Candidates should also:

- Demonstrate awareness of current trends in academic libraries
- Display a high level of professionalism
- Be committed to service excellence and improving the user experience
- Be able to build relationships, and network locally, regionally and internationally using new and traditional communication channels
- Be able to multitask effectively

Benefits:

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT\$3,250.00 per month;
- Up to five economy class passages plus baggage allowance of US\$3,000.00; (TT\$ equivalent) on appointment and normal termination (persons recruited from outside of T&T);
- Unfurnished accommodation at 10% or furnished at 12½% of basic salary, or housing allowance of 20% of basic salary to staff making own housing arrangements;
- UWI contribution of equivalent of 10% of basic salary to Superannuation Scheme;
- Annual Study and Travel Grant (available after first year of service) -TT\$24,548.00 per annum;
- Institutional Visit Allowance (available after first year of service) – TT\$7,200.00 per annum;
- Book Grant – TT\$6,000.00 per annum;
- Contributory Health Insurance – 50%
- Group Life Insurance Scheme

*The Registry
St. Augustine
File # 67/7/40 I
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Remuneration Package

Annual Salary Range:

Level III:

Minimum: TT\$ 299,916.00 per annum
Maximum: TT\$ 333,456.00 per annum

Level II:

Minimum: TT\$ 239,544.00 per annum
Maximum: TT\$ 279,792.00 per annum