

H.M. Government of Gibraltar



Official Notice

VACANCY FOR ARCHIVIST – NO.6 CONVENT PLACE

The Government of Gibraltar invites applications for the post of Archivist in No.6 Convent Place. Applicants must, by virtue of their citizenship, be entitled to take up employment in Gibraltar and are, or on employment will be, resident in Gibraltar.

2. The main purpose of the Archivist is to acquire, manage and maintain documents and other materials that have historical importance for the Government. A large part of the duties is related to making the information accessible to user, increasingly in digital format. Users include researchers, academics, other professional staff and the general public. Another part of the duties is that of records management and archive conservation.

3. Applicants must be in possession of a First Degree and preferably a relevant Post Graduate Qualification recognised by the Archives and Records Association.

4. Applicants must also have relevant experience in the field.

5. Salary scale ranges from £31,692 to £39,988 per annum.

6. Further information on the post, including other requirements can be found in the Job and Person Specification which can be obtained from the Human Resources Department, at the address below and on H.M. Government of Gibraltar website at www.gibraltar.gov.gi/press-office.

7. Application forms may be obtained from the Human Resources Department, 82-86 Harbour's Walk, New Harbours, Rosia Road, Gibraltar. Applications must be **handed in** or received by the Human Resources Manager, together with all relevant original certificates by not later than **1.00 p.m. on Monday 2nd December 2013**.