



## POSITION VACANCY

### Assistant Librarian

Papua New Guinea National Research Institute (PNG NRI), is seeking a highly motivated, purpose-driven and results-oriented individual to fill the position advertised.

#### Qualifications and Relevant Experience required:

This position is responsible for cataloguing. The incumbent will provide support to the Library Unit Leader and complement the work of the Librarian in providing a wide variety of library customer services. This position will also assist in providing reference service to users and other administrative support as required.

The successful candidate must have a Diploma in Librarianship or Library Certificate and at least two years of experience in a library role or customer service position.

#### The candidate must know:

- Cataloguing.
- Registering new books in Liberty 5.
- Editing of Catalogue records.
- Label books, placing plastic covers onto books, and providing information of new arrivals to staff.
- Receive, register periodicals and put claims for missing issues.
- Indexing relevant journal articles to help the research functions and services of NRI as well as external users.
- Working knowledge of library circulation processes.
- Working knowledge of Dewy Decimal Classification and Library of Congress Subject Headings.
- Working Knowledge of Microsoft suites of programs.
- Working knowledge of Liberty Program

For eligibility criteria and Job Description, kindly call the **HR Section on Tel: 326 0300/0061** or email **[PNGNRI\\_HR@pngnri.org](mailto:PNGNRI_HR@pngnri.org)** for assistance.

- Applications must address the key requirements of the position descriptions.
- The application form must be submitted together with a cover letter, updated CV, certified certificates, and academic transcripts.
- Copy of valid Identification. (Passport/NID/Driver's Licence).
- All applications should be addressed to: PNG National Research Institute, P.O Box 5854, Boroko, NCD; Attention: Human Resource

Applications can be emailed to: **[PNGNRI\\_HR@pngnri.org](mailto:PNGNRI_HR@pngnri.org)** or hand delivered to PNG NRI Reception.

For more information, visit us on [www.pngnri.org/Job Opportunities](http://www.pngnri.org/Job%20Opportunities), or email us on [PNGNRI\\_HR@pngnri.org](mailto:PNGNRI_HR@pngnri.org) or call into our office

**Application closes at 4:06 pm on Friday 23 September 2022**

Authorised by:  
**Dr. Osborne Sanida**  
Director, PNG NRI.

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