



Position Description

Position:	Assistant Librarian	
Position Type:	Permanent	
Salary Range:	NR 7: K 15,152- K18, 520	
Location and Position No:	KMD	NRCS09
Reporting Relationship:	Reports to the Library Unit Leader	

Job Description

Position Summary

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.

This position will provide an oversight role into the Library functions in the absence of the Library Unit Leader.

Reporting Relationship

Reports to the Library Unit Leader

Key Responsibilities

- 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.
- Assist with Project Policy Collection Project in scanning and profiling materials.
- Conduct stock take of Library holdings.
Assist in training for students.
- Shelving and shelf reading to ensure books are in proper order.
- Prepare Library quarterly report and participate in KMD Committee Meetings in the absence of Librarian.
- Performs other duties as directed by the Librarian.



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Skills & Knowledge

- 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.
- Working knowledge of using the online search facilities.
- Knowledge of library systems for cataloguing, acquisitions, and searching on-line bibliography utilities.
- Effective communications skills.
- Time Management Skills.

Qualifications

- Diploma in Librarianship or Library Certificate.
- At least two years' experience in a library role or customer service position.

Attributes

- Team player.
- Customer-oriented.
- Possess cultural awareness and sensitivity.
- Demonstrate sound work ethics.