

Job Description of Assistant Librarian

Position	Department	Reports to	Reportees/Supervision
Assistant Librarian	Resource Center	ED or his/her nominee	Library Assistant

2.0 POSITION OBJECTIVES

The Assistant Librarian, Resource Center is responsible for fulfilling the information needs of multi-disciplinary research at the institute. The Assistant Librarian serves as the resource person for distribution and dissemination of information available in the SDPI Resource Center, and the information generated by SDPI's publications. The clientele include, in addition to SDPI research staff, research community, academia, government and non-government organizations, private sector, mass media and the general public.

3.0 JOB RESPONSIBILITIES, DUTIES AND TASKS

3.1 Core Responsibilities & Duties

1. Develop a virtual library and facilitate selective dissemination of Internet based information.
2. Develop virtual links with national and international information resources.
3. Using the resources of the Training Unit, impart training for a fee to librarians on library software(s) in use in SDPI Resource Center.
4. Offer library automation consultancy service to libraries and information centers.
5. Manage the news clipping service.
6. To help with proposal development.
7. Manage the SDPI Resource Center including Acquisition, cataloguing, classification and circulation of library material and cater for reader services in the library, e.g. fresh arrivals and current contents
8. Arrange appropriate resource material for research, and advise and assist in locating the right information.
9. Organize and maintain the resource material in Resource Center for easy access and use.
10. Disseminate/distribute information generated by the institute's publications, newsletters, seminars and workshops
11. Facilitate the development and updating of library databases.
12. Any other job related task as determined by the Executive Director or his nominee.

3.2 Occasional Significant Duties

1. Membership of Committee(s)
2. Discharge any other related administrative or management responsibilities assigned by Executive Director.

4.0 JOB SPECIFICATION (MINIMUM JOB REQUIREMENTS)

Education	Total Experience Yrs)	Work (In	Sector Experience (In Yrs)	Skills
Graduate in Library Sciences	3-4 years post qualification relevant Experience		2 years	<ul style="list-style-type: none">• Plan and effectively organize work in terms of setting and meeting priorities• Interpret and follow oral and written instructions with attentiveness to details• Knowledgeable and proficient use of personal computer• Communicate clearly and concisely, both orally and in writing• Ability to perform duties with deliberate speed and accuracy without immediate and constant supervision• good judgment in recognizing scope of authority

5.0 DECISION-MAKING & AUTHORITY

Occasional Decision Making

6.0 PERFORMANCE INDICATORS

1. Impart atleast one training session in collaboration with CCB	2. Updated record of library databases
3. Effective maintenance and organization of Resource Centre material	4. Efficient implementation of annual plan

7.0 APPROVALS

Prepared By: Manager Human Resources Signature _____

Approved By: Dr Abid Q. Suleri (ED) Signature _____

Employee Name: Signature _____

Location: Islamabad

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