



الجامعة الدولية المفتوحة

International Open University

Former: Islamic Online University

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Librarian

A well-established online library is the key to promoting and strengthening research activities in a university. Therefore, we are pleased to announce the position of a dynamic Librarian who will provide vision in creating, sustaining and further developing of our online resources. We are undergoing a transformation programme and are looking for a Librarian with specific expertise in digital resource management.

PERSON SPECIFICATION

(1) Qualification

- *Essential:* BA / BS in Library Science along with excellent computer skills
- *Desirable:* Additional relevant qualification and higher level of relevant computer skills would be advantageous

(2) Experience

- *Essential:* At least four-year's experience of managing online library resources
- *Desirable:* Additional experience would be advantageous

(3) Language

- *Essential:* Excellent skills in English
- *Desirable:* Fluency in Arabic

(4) Additional Qualities

- Excellent team player with strong interpersonal skills
- Excellent time management skills especially in managing competing priorities and working under pressure

JOB PROFILE AND DUTIES

Responsibilities outlined below are only a summary of what is required to carry out this job in a most productive way. These points only reflect the mode of selection process on which the decision of appointment will be made. Post-holder may be asked to perform other responsibilities which are not mentioned in the following paragraphs. Being an administrative head of the IOU's library, you would be responsible to:

- (1) Provide administrative, professional and academic leadership and also direct the affairs of the library for the actualization of the vision, mission and objectives of the university.
- (2) Establishment and development of online and onsite networks of library system of international standard.
- (3) Management of all available human and material resources in the most productive way.
- (4) Development and implementation of appropriate library policies.
- (5) Overall administration of the university library and provision of library services for the entire university and its constituent faculties, departments, centres and campuses.
- (6) Provision of high-quality library and information resources for the enhancement of teaching and research activities in the university, its bodies and centres spread out in several countries of the world.
- (7) Creation of state-of-the-art digital library for effective exploitation of the available information resources as well as their development.
- (8) Cooperation/collaboration with other library and information centres (nationally and internationally) with a view to creating a network of resources accessible and beneficial to students and staff of the university.
- (9) Perform any other responsibilities that may be assigned by the higher authorities of the university.