

## National Institute of Education

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The National Institute of Education, the sole teacher training institute in Singapore, invites dynamic and passionate individuals to join us in our quest to create a world class institute renowned for its excellence in teacher education and educational research.

Join us in our journey to realize our vision of being an Institute of Distinction.

### Senior Manager, Technical Services (Library) [Ref: APT/LIBRIS/300108/01]

#### Requirements:

- A Master's degree in library and/or information science
- At least five years of experience in cataloging, serials or acquisitions, preferably in an academic institution
- Excellent knowledge of bibliographic control, including AACR2 cataloging rules; LC subject headings and classifications; computer databases and electronic resources
- Professional experience using OCLC and Unicorn or a similar integrated library automation system
- Knowledge of emerging technology and standards in technical services as well as experience with applications of technology to integrated library systems, bibliographic utilities and the World Wide Web
- Excellent interpersonal, written and oral communication skills. Fluency in a second language would be an advantage
- Strong supervisory, analytical, organizational and project management skills

#### Responsibilities:

You will provide strong leadership in the Library and Information Services Centre to create a new acquisitions model for NIE that will provide cost effective acquisition and the processing of the Library's collection. The successful candidate will explore and apply the latest technologies to acquire, describe, process and link information resources.

Your duties will include the following:

- Responsible for all operations and services of monographic and serials acquisitions and processing
- Responsible for collection development; overall supervision, training and mentoring of library professional and support staff in the Technical Services
- Communicate with faculty about changes in publishing
- Participate in research, training, collection development and public service activities

NIE staff can take chartered buses at their own expense from or near their homes to NIE campus. This is subject to the availability of seats.

Interested applicants, please forward your detailed resume and NIE prescribed Job Application Form by 22 February 2008 to:

Head

Human Resource Department

National Institute of Education

1 Nanyang Walk

Singapore 637616

Website: <http://www.nie.edu.sg>

We regret that only shortlisted candidates will be notified.