

NANYANG GIRLS' HIGH SCHOOL (<http://www.nygh.moe.edu.sg>)

**Job vacancy for the post of Library Specialist**

**Requirements:**

- At least a Diploma in Library Studies, IT or Computing. A professional library and information science degree is preferred.
- Experience in cataloguing of Chinese materials and knowledge of the Dewey Decimal Classification (DDC) scheme would be an advantage.
- Proficient in Chinese character input (using Hanyu Pinyin) and Microsoft Office software such as Word, Excel, etc. Experienced in using Macromedia Dreamweaver would be an advantage.
- Fresh graduates are welcome to apply. Training will be provided for those without experience.
- Must have a hands-on attitude and able to multi-task.
- 1-year Contract to Permanent.

**Some of the main duties includes:**

- taking charge of the daily library operations and maintenance (including Information counter duty, maintenance, cleanliness, shelving, membership)
- providing library services to staff and students
- taking charge of processing of new books, exam papers and school heritage materials
- taking charge of the Library websites,
- teaching research skills and database searching
- managing students for CIP Library service, etc.

**Note:** Please submit your cover letter and resume via email to [LIBENQ@NYGH.MOE.EDU.SG](mailto:LIBENQ@NYGH.MOE.EDU.SG). Please include a recent photograph, your expected salary (gross monthly) and indicate when you are able to start work.

**Closing date:** 15 April 2009