

Civica, through its Spydus Library Management Solution, is the largest provider of full-spectrum library management solutions in the Asia Pacific Region with a presence in Singapore, Taiwan, Hong Kong, Brunei, Australia, New Zealand and Fiji. Our significant customer base covers public libraries, universities, polytechnics, schools and specialist libraries. Civica is also a partner in 'Building Schools for the Future' in the UK.

Civica invites applications from professional librarians for the following positions:

A) Librarian

This position calls for candidates who are energetic, innovative and highly motivated with good interpersonal, written and communication skills.

Job Description:

- Provide reference and information services
- Develop and deliver user training programmes, provide reference and information services as well promote library services
- Handle simple cataloging and assist in daily operations of the Library, including supervision of staff

Requirements:

- A Master's Degree in Library and Information Science
- Good presentation, interpersonal and communication skills
- knowledgeable in development and maintenance of web-based systems, databases and information networks

B) Acquisitions / Cataloguing Librarians (Chinese/Tamil Collection)

You will be involved in the collection development and cataloguing of school library materials. Experience in Children's and Chinese/Tamil collections would be an advantage. Library knowledge of AACR2 and MARC21 is preferred. A good command of the language is required.

Requirements:

- Recognised professional qualification in Library and Information Science or equivalent
- Relevant library experience in similar functional areas
- Good customer service and communication (written and oral) skills

C) Consulting Librarian

You will be responsible for the planning, organising and conducting of basic user education and information literacy skills programs. Other duties will include planning and managing of library publicity programs to promote the usage of library resources. You will also play an advisory role in overseeing the operations of school libraries.

Requirements:

- University degree or its equivalent. Qualifications in library or Information Science is advantageous
- At least 3 years' relevant library management experience with good administrative and supervisory skills
- Good customer service and communication (written and oral) skills

D) System Librarian (Help Desk Support)

We are looking for a System Librarian (Help Desk) to support our customers. Preference will be given to experienced librarians or people with library studies at Diploma or above level.

Job Description:

- Provide Library Application Help Desk support for Spydus
- Monitor Help Desk log and assign Service Requests according to priority and classification to appropriate personnel
- Investigate Service Requests and provide feedback to customer as per SLA standards
- Provide support on library automation and operations
- Provide active participation to schedule and coordinate installations, library software upgrades, changes and configurations
- Provide training and assistance to internal staff and customers

Requirements:

- Experience in library operations and/or with library diploma preferred
- Customer focused and enjoys direct correspondences with customers
- Strong ability to analysis and resolve problems
- Preferably with 2 years experience in creating Crystal Reports and web coding
- Preferably with understanding of SQL databases

Send CV stating expected salary, and indicate the position applied for in the email subject field to hr@spydus.com.sg before **21 July 2007**.

We regret that only shortlisted applicants will be contacted for interviews.