

ISEAS LIBRARY

INSTITUTE OF SOUTHEAST ASIAN STUDIES

Vacancy for Professional Librarian

The ISEAS Library is seeking a professionally qualified librarian to fill a vacancy.

The Librarian, reporting to the Head, ISEAS Library, will be part of a team managing a unique collection of library materials and private collections relating to Southeast Asia and the Asia Pacific. He/she will be required to be multi-tasking in responsibilities ranging from collection development to acquisition of library materials; subscription of serials and electronic resources; provision of user and reference services; compilation of bibliographies; indexing of documents; library computerized systems and databases; and participation in budgeting and financial planning.

Requirements

- An accredited university degree and a post-graduate professional qualification in Library and/or Information Studies, preferably with one to two years of experience in a library.
- Knowledge of and experience with library systems and applications, relational database management systems (RDBMS) and digital repositories.
- Excellent English, and competency in one or more of the Southeast Asian languages and/or Chinese (Mandarin).
- Budget/fiscal planning and experience will be an advantage.
- Demonstrated analytical and organizational skills.
- Willing team player, with good communication, presentation and interpersonal skills.
- Self-motivated, resourceful and service-oriented.

Interested applicants should write to the Head, ISEAS Library, Institute of Southeast Asian Studies, Singapore, stating qualifications and experience in all of the above requirements, and last drawn basic salary. Provide a photograph, two references with their emails and telephone numbers. Only those residing in Singapore need apply.

CLOSING DATE: 22 January 2010

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