

## **Deputy University Librarian**

NTU Library is inviting qualified and experienced candidates to apply for the post of Deputy University Librarian. This is a senior administrative position in the Library which requires excellent leadership and administrative skills as well as expert understanding of library services and operations in supporting learning and scholarly communication.

The Deputy University Librarian reports to the University Librarian and oversees the work of operational divisions, service quality framework, staff training and development and other administrative functions.

Responsibilities include establishing library wide goals and objectives, developing policies, implementing work plans, promoting innovation and building effective work teams.

The candidate must have at least a Masters degree in Library and information science or other acceptable professional library qualification from a recognized university and have proven management experience and good track record of professional accomplishments. He/she should enjoy working in a collegial environment, has good people skills and is an effective communicator.

Interested applicants should send in the completed application form (obtainable from website: <http://www.ntu.edu.sg/hr/Applyforms.htm>), their curriculum vitae (including a list of their publications or evidence of professional accomplishment) and a brief letter of introduction by email to the University Librarian at [librarian@ntu.edu.sg](mailto:librarian@ntu.edu.sg)

The closing date of application is 31 Aug 2007. All applications will be acknowledged. However, only short listed candidates will be informed of appointments for interviews by 7 Sep 2007.