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POSTING DETAILS

POSITION INFORMATION

Position Number: FLI004
Position Title: PIMRIS Coordinator
Employee Class: Senior Staff
Grade: Band 3
FTE: 1

JOB POSTING LOCATION

Section: Library
Department: 2201-Library
Location: Fiji - Laucala Campus
Reports To: University Librarian
Supervised by: University Librarian

POSTING TEXT

Purpose: The post holder is responsible to the University Librarian.

Specific responsibilities of the position include the management and maintenance of the Lower Campus Library; the maintenance of a regional marine information resources database/digital library; the facilitation of information activities on climate change in the Pacific; the indexing and abstracting of regional literature for inclusion in the FAO's ASFA (Aquatic Sciences & Fisheries Abstracts) database; participating in the Library's Information Literacy and Liaison Librarian programmes; the production of newsletters, brochures and other publications; networking with relevant institutions nationally, regionally and internationally; soliciting financial aid to support the activities of the network; training library paraprofessionals and personnel in the marine/fisheries sectors in the Pacific region on the development of their libraries; and overall responsibilities during weekend, evening, or public holiday duties.
Key Results Area:
(For Advertisement)

Minimum Qualifications:
Applicants must have a professional qualification in Library/Information Studies recognized by an accrediting body such as the Australian Library and Information Association (ALIA). They must have proven experience in the provision of library services to distance and on-campus clients; knowledge of and familiarity with library information technology; working knowledge and experience in library standards such as AACR2, LC Classification and Subject Headings, MARC21, LCRI; experience with information literacy programmes and faculty liaison; and excellent interpersonal and communication skills. S/he must be able to assist in managing and motivating a small team of staff, and to work evening, weekend or public holiday duties on a rostered basis.

Preferred Qualifications:
Preference will be given to applicants with knowledge of/experience with marine information resources; working experience in a multicultural environment and in developing countries; experience with national, regional and international organisations, particularly in the marine/fisheries sector; publishing and editorial skills.

Skills:

Personal Qualities:

Salary Range: FJD 55,280 - FJD 72,736 per annum (inclusive 15% Gratuity)

Length of Contract: 3 years

Posting Date: 05-01-2010

Closing Date: 06-18-2010

Start Date: 

Special Instructions to Applicants:

COMMENTS

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