CHIEF LIBRARIAN
INFORMATION AND RESOURCE CENTER (IRC)

Qualification
1st Class MLS or equivalent degree in Library Sciences

Experience
Minimum 10 years post qualification experience of Library Administration/Library Management whereby the applicant must have performed following functions:

- Planning & Coordination of all the Library operations
- Developing policies and procedures for efficient management and use of Library resources
- Looking after all the budgetary tasks and financial reporting of Library
- Examination of Book reviews, publishers, catalogs and other information sources
- Selecting circulation, reference and periodical material
- Implementing modern methods of cataloging, indexing and classification of Library material
- Translating traditional library services into the online medium
- Familiarity with usage of Library Softwares
- Know-how of e-books/digital library management
- Assisting teachers and patrons in locating and selecting reference material
- Better assembling and arrangement of display material
- Maintaining the Library record and archiving
- Oversee and monitor library selection, books and material
- Administer contracts and service agreements provided by vendors
- Management and training of Library staff

How to apply?
Please send your application, one recent color photograph and complete CV along with relevant documents latest by August 15, 2012 along with a Bank Draft/Pay Order for Rs. 1000/- in favour of Sukkur IBA.

Note: Kindly mark the position on the envelope

REGISTRAR
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