Sukkur Institute of Business Administration

Career Opportunity

CHIEF LIBRARIAN
BPS-19/20
LIBRARY AND INFORMATION RESOURCE CENTER

Qualification
1st Class MLS or equivalent degree in Library Sciences from an HEC recognized University/Institution. Higher qualification will be given preference.

Experience
Minimum 12 years post qualification experience of Library Administration/Library Management whereby the applicant must have performed following functions:
- Planning and Coordination of all the Library operations
- Developing policies and procedures for efficient management and use of Library resources
- Looking after all the library budgetary tasks and financial reporting
- Purchase of books and subscription of Journals and e-databases
- Selecting circulation, reference and periodical material
- Implementing modern methods of cataloging, indexing and classification of Library material
- Familiarity with usage of Library Softwares e.g. VERSAJA
- Indepth Knowledge of e-resources management and digitization
- Reference and research support to faculty and students
- Experience in conducting and publishing research
- Use of research tools e.g. EndNote, Turnitin
- Administer contracts and service agreements provided by vendors
- Management and training of Library staff
- Information literacy skills and aptitude
- Library furnishing and infrastructure maintenance

How to apply?
Please send your application, one recent color photograph, complete CV and relevant documents latest by May 16, 2013 along with a Bank Draft/Pay Order for Rs. 500/- in favour of Sukkur IBA.

Remuneration
Market based salary package depending upon the qualification and experience of the candidate.

Note: Kindly mark the position on the envelope

REGISTRAR
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