Sukkur IBA invites applications from dynamic, qualified & result-oriented candidates against following vacant positions:

**LIBRARIAN (BPS-17)**

- Knowledge Center, Sukkur IBA
- IBA Community College, Khairpur
- IBA Community College, Jacobabad
- Public School Sukkur

**Knowledge, Skills and Abilities**

- Excellent analytical, searching and referal skills
- know how of online resources and search tools like EndNote and, Turnitin etc
- Good knowledge and exposure to VIRTUA, RFID, Dspace and Similar Library technologies
- Know how of e-books/digital Library softwares
- Ability to manage information products and provide information literacy to faculty and students.

**Qualification**

1st Class MLS or equivalent degree in Library Sciences

**Experience**

Minimum 2 years post qualification experience preferably in an academic institution.

**Salary Package**

- Negotiable on the basis of qualification, experience, knowledge and skills

---

Please send your application on prescribed form, one recent colour photograph, complete CV and relevant documents latest by December 16, 2013 along with a Bank Draft/Pay Order of Rs. 1000/- in favour of “Sukkur IBA” on the following address.

**REGISTRAR**

**SUKKUR INSTITUTE OF BUSINESS ADMINISTRATION**

Airport Road, Sukkur. Ph: 071-5630272-5633490 UAN: 071 (111-785-422) Ext: 188 Fax: 071-5804425
1. Management of Circulation Services
2. Supervise daily check-in, check-out and re-shelving
3. Supervise membership processing, registration, user cards, user data entry and card issue within two working days
4. Ensure shelving of returned books twice a day
5. Monitor, overdues, fines, reserves as per policy
6. Respond to user complaints within next 6 hours
7. Supervise data entry, integration with CMS and RFID
8. Maintain daily use statistics and report on monthly basis
9. Prepare and publish library brochure every year before September
10. Manage teaching materials and course packs/books through coordination with the departments and faculty and make them ready within first week of start of courses
11. Develop linkages with other libraries and information resource centers for interlibrary loans
12. Handle external membership services (LUMS, IRC USA, PASTIC etc)
13. Get the Library Website developed through IT department
14. Manage Library Website, Social and Multi Media Applications

15. Keep the links updated, provide news and useful information on FB and library website
16. Manage the Circulation, OPAC and Report Generation modules of VIRTUA
17. Provide Course Materials
18. Any other duty assigned by the Chief Librarian

**Key Performance Indicators**

- Proper check-in, check-out and re-shelving on daily basis
- Timely processing, registration, user cards, user data entry and card issue
- Timely response to user complaints
- Timely publication of library brochure
- Quality of Circulation services
- Development and updation of Library website and circulation data