



IUT

ISLAMIC UNIVERSITY OF TECHNOLOGY



VACANCY ANNOUNCEMENT

ORGANISATION OF ISLAMIC COOPERATION (OIC)

BOARD BAZAR, GAZIPUR-1704

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DEADLINE FOR APPLICATIONS : 15 DECEMBER 2022

Islamic University of Technology (IUT), a subsidiary organ of Organisation of Islamic Cooperation (OIC), welcomes applications from qualified candidates for the following position:

JOB TITLE	:	Librarian
AREA OF ACTIVITY	:	Islamic University of Technology (IUT)
DUTY STATION	:	Gazipur – People’s Republic of Bangladesh
SALARY CATEGORY / GRADE	:	IUT Pay Scale P-1: US\$ 960-48x16-1728
ALLOWANCES AND BENEFITS	:	plus housing allowance - 40%, applicable if the accommodation cannot be provided on campus. Moreover, transport allowance, spouse allowance, children allowance, interim allowance, cost of living allowance, education allowance, medical benefits, interim allowance and end-of-service indemnity are available as per the rules. In addition, successful candidates, if coming from a member state of the OIC other than Bangladesh, will be awarded 40% international allowance as per the rule.

JOB DESCRIPTION

IUT Library shall be headed by the **Librarian**, who shall be responsible for the development and management of the Library to contribute to the vision and strategic direction of the University, and shall be the executive administrator of the Library activities. The Librarian shall oversee - the core Library services, acquisition, and expansion; the partnerships among regional, national, and international; maintenance of Library physical spaces; adoption and extension of information technology; improvement of the Library website; management of online resources, database, and repository; supervision of documentation and archiving; preparation of budgeting and fund-raising with the guidelines of IUT authority; etc. In addition, the Librarian shall manage, develop, and forward the strategic direction by supporting the academic research in line with the vision of IUT while successfully implementing operational details; formation of the state and strategic planning of the Library; and development and management of the Library staff. The Librarian shall also pursue external and internal collaboration for emerging service innovation and forward the services to students, faculty and staff members, and to the greater IUT community.

The Librarian shall be responsible to the Vice-Chancellor for the effective development, leadership, and management of the Library. The Librarian shall

- implement a Library vision to ensure that the Library remains well prepared for the evolving global trends in higher education;
- make sure appropriate access to required Library resources for students, faculty and staff members;
- provide timely assistance to faculty members of different departments to ensure high-quality program development as well as a comprehensive resource-base for optimal program delivery;
- Help the University's research and publication objectives by providing complete guidance on global resources to researchers in the dissemination of research output;

- e) be committed to ensuring that the Library's policies and initiatives are followed, as well as to implementing the dynamic infrastructure for information dissemination that includes learning resources;
- f) take care of the planning of the Library budget and confirm that the financial resources are effectively managed;
- g) coordinate the information literacy training program for the user's community;
- h) provide reports of bibliometric analysis and assist on the University's research growth, trend, and University ranking performance;
- i) motivate, evaluate, and implement the professional development trainings of the Library workforce in alignment with individual job responsibilities, professional roles, as well as in line with the Library's and University's mission.
- j) continue to develop relevant and attractive high-quality Library service innovations and deliver them efficiently.

COMPETENCIES AND SKILLS

The candidate shall have competency in Information Science & Library Management and shall be able to work both collaboratively with others and independently. Regardless of administrative guidance, the candidate should have a methodological way of working and a strong capacity to achieve results/outcomes. The candidate should have sufficient knowledge of user information behaviors; copyright issues; creative commons license; preservation of digital and non-digital resources; metadata creation and management; research data management; online security issues; publication strategies in various subject fields; bibliometric analysis; university ranking; data-driven decision-making; library project management; social networking applications for information dissemination; advocacy skills for representing the Library's interests to stakeholders, etc.

EDUCATION AND EXPERIENCE

The candidate must have Ph.D Degree in Library/Library & Information Science with at least 12 years working experience in relevant field out of which 5 years must be as an officer equivalent Deputy Librarian of a university or a research institution preferably in the Library.

Or

The candidate must have Masters Degree in Library / Library and Information Science from a recognized university along with 15 years working experience in library & information management out of which 5 years as Deputy Librarian in a Recognized University or 5 years working experience as a Librarian in a reputed organization/institution in the status of a Deputy Librarian of a recognized University.

Candidates having experience working in a multicultural and multilingual environment will have an added advantage.

LANGUAGES

Sound knowledge in writing and speaking English language. Preference would be given to the candidates having knowledge in other OIC official languages i.e. French and Arabic.

GENERAL REQUIREMENTS

- To be a Muslim national of one of the OIC Member States;
- To be below fifty-six years of age;
- To be free of diseases and infirmities that may hinder the exercise of his/her duties;
- The date of birth and contact numbers are essential requirements to be available in the C.V.

HOW TO APPLY

Please visit the link: <https://www.iutoic-dhaka.edu/circular>

Only short-listed candidates will be contacted