

Assistant Librarian

Sri Lanka Institute of Information Technology (SLIIT) is a pioneer in the higher education sector of Sri Lanka and offers undergraduate and postgraduate degrees in a wide range of disciplines. Our library system plays a critical role in teaching, learning and research through the provision of library resources in traditional and digital formats, learning spaces and expert advice. The SLIIT libraries currently cater to nearly 10,000 students with the main library located at Malabe and branches at Metro and Matara campuses. A new library aligned with the international standards is currently under construction at the Malabe Campus.

We are looking for an experienced, student-oriented and innovative professional to join SLIIT Library as an **Assistant Librarian** to work under the supervision of the Librarian and take our library system to the next level of excellence.

Duties and Responsibilities:

- ✓ Assist in the overall planning, development and management of the library system.
- ✓ Manage the day-to-day operation of the libraries to ensure a high level of service to all users.
- ✓ Provide reference services to researchers, academic staff and students.
- ✓ Assess and plan the acquisition of digital resources according to the user requirements.
- ✓ Plan and procure traditional resources such as books.
- ✓ Plan, develop and deliver programmes to support students and academic staff and participate in library promotional activities.
- ✓ Oversee the security of Library collection and equipment.
- ✓ Conduct branch visits to plan and develop the branch libraries.
- ✓ Manage the online Library Management system (OPAC).
- ✓ Perform other duties as assigned by the Librarian.
- ✓ Work during weekends and be available for extended hours to cater for user needs.

Required Qualifications:

- ✓ A Bachelors Degree or an equivalent qualification at the NVQ 7 level in a relevant field.
- ✓ Minimum 7 years work experience after graduation with minimum 5 years experience at a major library and evidence of good communication
- ✓ Training and professional qualifications in library sciences and management are preferred.

SLIIT offers a competitive salary and benefits package commensurate with qualifications and experience.

Please send your application via **email** to careers@slit.lk clearly indicating the post applied on the subject line

SRI LANKA INSTITUTE OF INFORMATION TECHNOLOGY

New Kandy Road, Malabe
Phone : +94(0)11 754 4801