

Librarian (Local Hire Only)

Al Khor International School is one of the largest international schools in the Middle East with over 4,000 students. We are owned by Qatargas, the world's largest producer of liquefied natural gas. The school has exceptional facilities and is located in Al Khor Community, 40 minutes north of Qatar's capital city Doha.

The Role:

We are looking for a dedicated and customer focused individual to join the library services at AKIS.

We are looking for someone who can work independently and as part of a team. The ideal candidate will be a motivated and highly organised individual. The ability to drive would be advantageous as you may be expected to work on different sites. Applicants must be ICT literate, have an interest in reading and should be fluent in English. It would be beneficial but not essential, if the candidate could read and communicate in Arabic. This position is for a local hire only and sponsorship is not available.

Some of the tasks of the librarian position include:

- verifying the content of books for age and cultural appropriateness
- handling the collection and management of the library
- allocation of length of loans in order to ensure that all materials are accounted for and are returned on time
- ensuring users return books on time and send reminders to defaulters
- creating, updating and managing information resources using an online system
- classifying and cataloguing new library materials
- shelving library materials using the Dewey system to ensure that they are well-organised
- holding information literacy sessions with students
- organising themed activities for annual events such as World Book Day, International Literacy Week, Qatar National Day, and International Day.

The successful candidate will have:

- a Bachelor's degree in a Library Science or, related discipline
- 1-3 years experience in a library setting with proficiency in customer service.

As part of the pre-employment checks, the successful candidate will be required to produce copies of his / her legalised qualifications and a recent police clearance certificate.

This is a great opportunity to join an international school that is building on its already successful results and reputation, and is committed to becoming an outstanding school and centre of excellence in the region.

Al Khor International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are made subject to appropriate vetting procedures, including references and police checks.

How to Apply

Ref Code: A&SA – Librarian

Please quote the vacancy reference code: “A&SA – Librarian” in your email subject.

- Completed AKIS non-academic application form
- CV
- Details of at least three referees, including their names, positions, current email addresses and phone number. One of your referees must be from your present school or employer. Referees should be your direct line manager.

*The deadline for receipt of application is **15 November 2019**.*

Only shortlisted candidates will be contacted.