

Librarian (Local Hire)

Vacancy Reference Code – ASA - Librarian

About us

Al Khor International School is a 3 to 18, co-educational and non-selective international school. Owned by Qatargas, the world's largest producer of liquefied natural gas, AKIS caters primarily for the children of the company's employees. We are one of the largest international schools in the Middle East with more than 4,000 students across our KG, British Curriculum and CBSE Curriculum schools. The school has exceptional facilities and is located in Al Khor Community, 40 minutes north of Qatar's capital city Doha.

The opportunity:

We are seeking an enthusiastic and experienced librarian. The successful candidate will be an effective team player with the ability to nurture a passion for learning in all students, and a commitment to support high quality learning and teaching. This is an excellent opportunity to join a friendly and welcoming community in one of the leading international schools in the region.

Skills and qualities:

- » Relevant degree
- » Library experience, preferably in an educational setting
- » Fluency in English and Arabic
- » Knowledge of online cataloguing systems e.g. Oliver
- » Commitment to student well-being and learning
- » Strong communication and people skills
- » High level of cultural awareness and sensitivity

Key responsibilities:

- » Organise and manage the library environment to engage students and stimulate a love of reading
- » Liaise with teachers to plan library lessons, and ensure collections and library displays synchronise with curriculum themes
- » Review resources to ensure content is age and culturally appropriate, as deemed by the Ministry of Education and Higher Education (MoEHE)
- » Support the MoEHE curriculum teachers to review and catalogue Arabic language books

	<ul style="list-style-type: none"> » Ensure users return books on time, and collect overdue book fines in accordance with school policy » Create, update and manage information resources » Classify and catalogue new library resources online, using Oliver software » Shelve books using the Dewey system to ensure collections are well-organised » Hold information literacy sessions with students
What we offer:	<p>Our excellent compensation package includes:</p> <ul style="list-style-type: none">  A highly competitive tax-free salary  High quality Continuous Professional Development (CPD)  End of service benefits
Recruitment requirements:	<p>As part of the recruitment process, you will be required to submit a fully attested degree certificate, transcript and police certificate. Please note that due to government regulations we can only consider applicants who are below 50 years of age.</p>
How to apply:	<p>Please click on this link and apply on the relevant AKIS job posting.</p> <p>Please note that only short listed candidates will be contacted.</p>
Closing date:	15 September 2020

For further information about the school, please visit <http://www.akis.sch.qa>

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.