



## JOB TITLE: LIBRARIAN

### CORPORATE INFORMATION

1. **Position Level:** Band F
2. **Salary Range:** \$24,261.72 – \$30,615.98
3. **Duty Station:** Suva
4. **Reporting Responsibilities:**
  - a. **Reports To:** Senior Librarian
  - b. **Liases with:** Members of Parliament, Executive Management and Parliament Secretariat Staff and Caucus staff
  - c. **Subordinates:** None

### POSITION PURPOSE

The position is responsible for administrative support and assistance to the Parliament's library services, including the provision of library reception and front-desk user services and appropriate assistance to the parliamentary librarians.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Maintain library front desk reception services for users and other customers.
2. Check in and check out Library materials for users.
3. Assist in the recording of incoming Library Materials into the Database
4. Record all library services and information requests
5. Maintain a record of Incoming Library users and assist them with their research requests.
6. Assist in the shelving of library materials
7. Provide auxiliary library services such as photocopying and scanning of library and other information materials

### PERFORMANCE INDICATORS

1. Respond effectively, accurately and in a timely manner to requests for information or enquiries from Members of Parliament, Executive Management and the Staff of the Department of Legislature, Caucus staff and other relevant clients according to the established guidelines and standards.
2. Maintain an effective, efficient and accurate Library database and resources to ensure timely access and retrieval of documents necessary for the provision of Library request.
3. All agreed task/activities are delivered within agreed timeframes and compliant with relevant processes, legislation and policies.

### PERSON SPECIFICATION

A Diploma in Library Studies/Information Studies or equivalent from a recognised institution or equivalent qualification and relevant work experience.

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

## **KNOWLEDGE AND EXPERIENCE**

1. 2 years' work experience as a Library Assistant or in front-desk customer services.
2. Some familiarity and basic working knowledge with the provision of library services, library record systems, methods and procedures
3. Good knowledge and understanding of customer care and front-desk verbal and written communication.
4. Basic working knowledge of Microsoft Office applications – MS Excel, MS Word and MS PowerPoint. A basic knowledge of databases would be an advantage.
5. Working in a team environment to meet team goals.
6. Understanding of workplace human resource and other policies; and knowledge of organisational IT policies.

## **SKILLS AND ABILITIES**

1. Possess good communication skills to deal professionally with the high level and principal clients such as Members of Parliament.
2. Ability to follow instructions and meet set deadlines.
3. Must possess good verbal and written communication skills in English, and ability to communicate well with library users at all levels.
4. Ability to work with minimal supervision.
5. Demonstrated ability to maintain confidentiality and neutrality in a politically sensitive working environment.
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation.
7. Demonstrated ability to multitask and having the potential and desire to be multi-skilled.
8. Ability to properly operate photocopying machines, PCs, and other library equipment.
9. Ability to work beyond normal working hours when required to.

## **PERSON CHARACTER AND POLITICAL NEUTRALITY**

The Parliament of the Republic of Fiji operates in a politically sensitive environment. Any person who is and is seen to be active in political affairs and intends to publicly carry on this activity may compromise the strict political neutrality of the Parliament of the Republic of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of the Republic of Fiji must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Parliament of the Republic of Fiji is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.