



NAKHLAH
Educational House For Islamic Grooming

Job Title: Librarian

Roles and Responsibilities

- Maintain a friendly and inviting learning environment.
- Manage the library facility to provide flexible access to the resources at the point of need.
- Maintain, assist, and implement instruction as a resource person to teachers and students.
- To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.
- To provide the leadership and expertise necessary to ensure that the school library program (SLP) is aligned with the mission, goals and objectives of the school.
- Establish and implement library and information policies and procedures.
- Prepare reports related to library.

Knowledge and Skills Requirement

- Good communication skills.
- Excellent ability to manage a library and its collection.
- Good research skills.
- Fluency in English.
- Computer skills including the ability to operate email and conduct Internet research.
- Good knowledge in library programming standards.

Experience

Preferably 2 years of experience in a similar capacity.

Educational Qualification

Preferably Masters in Library & Information Science
Minimum Bachelors in Library & Information Science