

Librarian

PRO-075

Reports to Line Manager:	Section leader of the Document Control Centre, Technical Integration Division, Project Office	Job Code:	PRO-075
Direct Employment:	Required	Grade:	G2

Purpose

Assists the Document Control Centre by managing the ITER Library material and publications. Provides Library assistance to ITER Staff.

Major Duties/Responsibilities

china

eu

india

japan

korea

ruussia

usa

- Assists in organizing and maintaining the ITER Library;
- Compiles records, sorts and shelves books and other publications;
- Assists classifying (using networked resources) all library material;
- Issues and receives library materials; controls overdue items and issues reminders;
- Maintains all library databases and creates reports to monitor the usage of the library service;
- Orders new books and periodicals and processes the full purchase cycle;
- Provides reference information and on-line searches to ITER and Domestic Agencies staff;
- Under the supervision of the Document and Records Manager of the Document Control Centre, coordinates all services provided by external companies to the ITER Library;
- Assists in maintaining the ITER images and graphics databases;
- Is responsible for publicizing the ITER policies and activities related to conferences and scientific publications and for day to day management of ITER publications;
- Maintains the ITER publications and the ITER Library home pages on the Web;
- Receives and organizes in relevant electronic repositories and websites all the correspondence and material related to publications and conferences;
- Verifies that all documents are complete, in the proper format and relevant;
- Under the supervision of the Document and Records Manager of the Document Control Centre, coordinates all services related to publications provided by external companies;
- Performs other duties as required within the Document Control Centre;
- Maintains a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

Qualifications and Experience

- **Education:**
 - University degree at least equivalent to 2 years of study after the High School Diploma, in Library Science or other related discipline.

- ***Technical experience:***
 - At least 2 years' experience preferably in a scientific or technical library
 - Ability to work effectively in a multi-cultural environment
- ***Social Skills:***
 - Attentive to detail and accurate and diligent in work, with thorough, current understanding of library information systems;
 - Ability to work effectively in a multi-cultural environment;
 - Ability to work in a team and to promote team work.
- ***Language requirements:***
 - Fluent in English (written and spoken);
 - Knowledge of the host language (French) would be an advantage.
- ***Computer and IT skills:***
 - Demonstrated experience with office administration and IT tools.

Direct Supervisor and Interfaces

- Reports to the Document and Records Manager within the Document Control Centre in the Project Office;
- Interacts with all other Departments and Divisions, and with external suppliers.

Authority / Approval Levels

This position has authority and approval levels generally defined by the Head of the Project Office for his/her scope of work.

Measures of Effectiveness

- Successfully contributes to making the Document Control Centre into an effective and viable facility in the ITER Organization.