

IO1394 Librarian & Publications Assistant ADM-125

General information

Job category	Standard
Status	Confirmed
Department	ADM/Directorate for General Administration
Section	GEA / Document Control Section

Job description

Main job	Communication - Document Management
Title of the position	Librarian & Publications Assistant ADM-125
Job family	Functional Assistant - 1
Grade	G3
Direct employment	Required
Purpose	<p>To manage the ITER Library material and scientific/technical publications. To provide library assistance to ITER Staff.</p> <p>Assists in organizing & maintaining the ITER Library; Compiles records, sorts & shelves books & other publications; Assists classifying (using networked resources) all library material;</p> <p>Issues & receives library materials; controls overdue items & issues reminders; Maintains all library databases & creates reports to monitor the usage of the library service; Orders new books & periodicals & processes the full purchase cycle; Promotes library services to the staff members & assists members in effectively using library resources; Provides reference information & on-line searches to ITER & DA's staff; Coordinates all services (such as: subscriptions to electronic resources, e-books, journals and databases) provided by external companies & organizations to the ITER Library, as well as all the services needed to manage the publication activity; Assists in maintaining the ITER images & graphics databases; Is responsible for publicizing the ITER policies & activities related to conferences & scientific publications & for day to day management of ITER publications; Maintains the ITER publications & the ITER Library home pages on the Web; Receives & organizes in relevant electronic repositories & websites all the correspondence & material related to publications & conferences; Verifies that all documents to be published or presented (such as: abstracts, scientific papers, journal articles, etc.) are complete, in the proper format & relevant; Co-ordinates IO DA publications review board meetings & properly records the minutes of meeting; Verifies that all publications (both IO and DAs) adhere to the Copyright/IP rules & liaises with the Legal Office, as necessary; Assists & trains IO & DA staff members about the ITER publication process; Performs other duties in support of the project schedule as described in the Detailed Work Schedule & the Strategic Management Plan; Performs other duties linked to the above purpose upon management request, as necessary; Maintains a strong commitment to the implementation & perpetuation of the ITER Safety Program, values & ethics.</p> <p>For the Library Management: Improve collaboration with other fusion or physics libraries worldwide; All management & information data for any library resource should be incorporated & processed through the Library Management System (LMS) while at the same time maintaining & updating regularly the Library Website; Ensure that the Library Services are constantly available & opened daily with no interruption through coordination with backup IO staff & other support DOC staff.</p> <p>For the Management of Publications: Make sure all technical & scientific publications issued in the ITER project are processed through the required policies & procedures making use of the dedicated IT tools; Ensure the time to upload a submission for review is within the agreed terms of service;</p>
Main duties / Responsibilities	

Measures of effectiveness	<p>Promptly report issues (& propose options to resolve them) to the SL and/or the Publication Board.</p> <p>Reports to the Document Control Section Leader; Acts as an interface between the needs of scientific information of the ITER Project & the available resources, assisting the organization & the dissemination of such information; In response to requests from the Director-General and/or GEA Directorate Director, or proactively, informs the DG/GEA Director of any important and urgent issues that cannot be handled by the concerned line management & may jeopardize the achievement of the Project's objectives.</p> <p>Project Construction Phase SAP Number: 50001155</p>
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Applicant criteria

Level of study	At least Post-Secondary Degree or equivalent
Diploma	Degree in Library Science
Level of experience	At least 3 years
Technical experience	At least 3 years' experience in a scientific or technical library and thorough experience with current library information and management systems.
Social skills	<p>Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit</p> <p>A specialized degree in Library Science and/or a certified knowledge of physics topics would be an advantage.</p>
General skills	<p>Attentive to detail and accurate and diligent in work.</p> <p>Knowledge of the host language (French) would be an advantage.</p>
Languages	English (Working)
Others	Demonstrated experience with office administration and IT tools.