

VACANCY NOTICE

Assistant Librarian

EUMETSAT is Europe's meteorological satellite agency. Its role is to establish and operate meteorological satellites to monitor the weather and climate from space - 24 hours a day, 365 days a year. This information is supplied to the National Meteorological Services of the organisation's Member and Cooperating States in Europe, as well as other users worldwide.

EUMETSAT also operates several Copernicus missions on behalf of the European Union and provide data services to the Copernicus marine and atmospheric services and their users.

As an intergovernmental European Organisation, EUMETSAT has 30 Member States (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom).

EUMETSAT is now inviting well qualified candidates from its Member States to apply for the following post:

POST: Assistant Librarian

LOCATION: Darmstadt, Germany

**DURATION
OF INITIAL
CONTRACT:**

The initial contract will be of 4 years' duration, with subsequent 5 year contracts being awarded thereafter, subject to individual performance and organisation requirements. There is no limit to the amount of follow-up contracts a staff member can receive up to the EUMETSAT retirement age of 63 and there are certainly opportunities to establish a long career perspective at EUMETSAT.

BACKGROUND: The EUMETSAT library offers document delivery and information research services to EUMETSAT staff, focusing on scientific and technical of interest but covering also other areas such as management and space policy. The Assistant Librarian will participate in the daily running of the library and support the librarian in development of the library collection and services.

DUTIES:

The main duties will be as follows:

- Contribution to day-to-day library activities (loans, journal issues management, ordering of resources, checking of invoices, interlibrary loans, liaison with suppliers, etc.);
- Cataloguing and classifying of all material types using the *Heritage* library software;
- Identifying resources (print/online) for the library collection, in line with the library's selection policy;
- Assisting in activities to promote the library services: organising displays, maintaining intranet pages and user guides, introducing new employees to the library;
- Answering users' information/reference enquiries, researching and compiling current awareness bulletins;
- Collecting usage statistics;
- Deputising in the absence of the librarian;
- Conducting other activities and projects as assigned by the librarian.

QUALIFICATIONS:

A completed degree in Library/Information Science

SKILLS AND EXPERIENCE:

- Proven experience working in a library, preferably in a small library dealing with technical/scientific subject matters;
- Familiarity with all tasks of running a library;
- Experience of a library management software (ideally *Heritage*);
- Knowledge of library classification schemes, preferably Library of Congress classification, and of standard cataloguing practices;
- Familiarity with online research tools (Web of science, Scopus etc.);
- Experience in the management of online journals;
- Experience with the management of e-books on platforms such as Ebook Central and Safari;

- Good working knowledge of Microsoft Office suite (Outlook, Word, Excel and PowerPoint);
- Strong service orientation and good interpersonal skills;
- Ability to work autonomously ;

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English and have some knowledge of French. In addition, for this post, fluency in spoken and written German would be an advantage.

CLOSING DATE: 14 June 2018

Interviews are tentatively scheduled for week 30/2018.

Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(18)38) at

www.eumetsat.int

This post is graded B2/B3 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 3,190.09 per month (net of internal tax) which may be negotiable on the basis of skills and experience. The salary scale provides for increments on the anniversary of taking up employment, and scales are reviewed by the EUMETSAT Council with effect from 1 January each year. In addition to basic salary, EUMETSAT offers attractive benefits. Further information, including salary details, is available on the EUMETSAT web site.

EUMETSAT is committed to providing an equal opportunities work environment for men and women.

Please note that only nationals of EUMETSAT Member States may apply. The EUMETSAT Convention requires that Staff shall be recruited on the basis of their qualifications, account being taken of the international character of EUMETSAT. EUMETSAT does not operate a nationality quota system but, in recruiting Staff members, the geographical distribution will be taken into account.