Vacancy
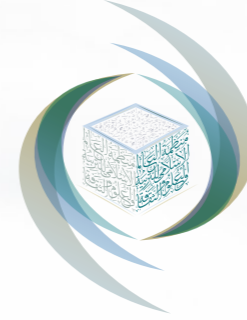# Announcement

The Islamic World Educational, Scientific and Cultural Organization (ICESCO)

announces the call for applications for the post of

(Library Technician)

Post No.: P034

Announcement Ref.: TPC_001_25

Workplace: Permanent Headquarters of ICESCO
Rabat - Kingdom of Morocco

Type of contract: Fixed-term

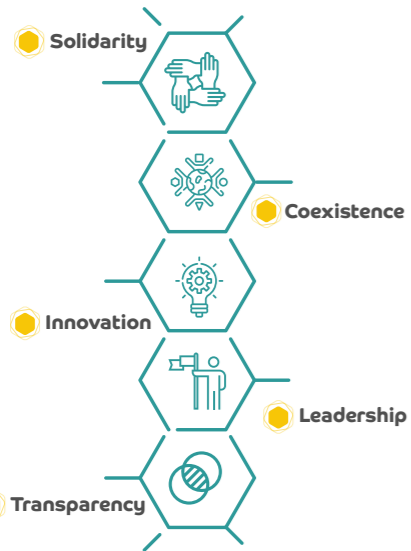Duration of contract: One year (12 months) renewable

Recruitment open for: external candidates

Deadline: 13/03/2025

Application email: icescoemployment@icesco.org

ICESCO core Values

- Solidarity
- Coexistence
- Innovation
- Leadership
- Transparency

I. Objective

- Support the daily operations of the library by managing and organizing library resources, contributing to the digitization and archiving of contents, ensuring the preservation of books and manuscripts.

II. Tasks

- Database and digital library management.
- Indexing and documentation management in Arabic, English and French.
- Classify and catalog books and manuscripts according to approved standards
- Maintain an up-to-date database of all library materials.
- Implementing book and manuscript digitization projects to preserve content.

III. Qualifications and requirements

Candidates must fulfil the following requirements:

- Graduate degree (MA or high diploma) in library and information science, or other relevant specialties.
- Specialized training courses in systems of library databases management.

Languages

- Mastery of the Organization's working languages (Arabic, English and French).

Competencies

Candidates must fulfil the following requirements:

- A minimum of three years experience in e-library management or indexing and documentation.
- Mastery of modern library management systems such as Koha and Dspace, in addition to data processing software such as Excel.
- Extensive knowledge of international classification systems, such as:
  - **Dewey Decimal Classification,**
  - **Library of Congress Classification.**
- Proven skills in designing and operating digital databases.
- Must have great research, organization and time management skills.

IV. Salary, allowances and benefits

- In case of recruitement, the candidate will benefit from the salary and bonuses and privileges set forth in ICESCO Personnel Regulations.

The processing of applications is subject to the abovementioned criteria and may also include tests or evaluations in addition to a job interview.

ICESCO uses communication technologies in the evaluation process