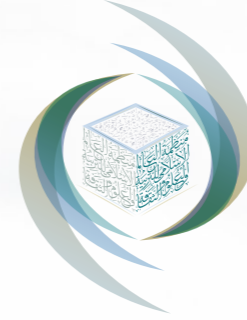


Vacancy

Announcement



إيسيسكو
ICESCO

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

announces the call for applications for the post of

(Librarian)

Post No.: P035

Announcement Ref.: TPC_002_25

Workplace: Permanent Headquarters of ICESCO

Rabat - Kingdom of Morocco

Type of contract: Fixed-term

Duration of contract: One year (12 months) renewable

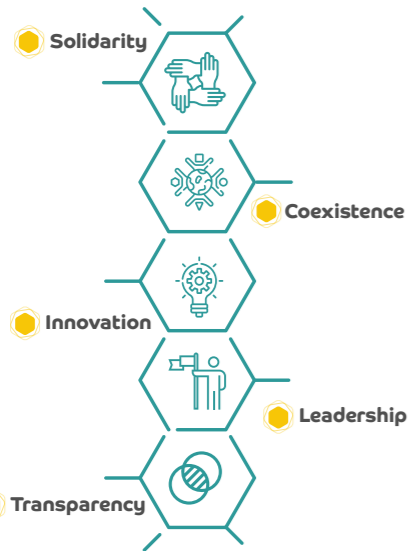
Recruitment open for: external candidates

Deadline: 13/03/2025

Application email: icescoemployment@icesco.org



ICESCO core Values



1

I. Objective

- Managing and continuously updating the library's databases to ensure the accuracy of information and ease of retrieval, in addition to coordinating cultural and scientific activities that enhance the library's role as a center of knowledge and learning.

2

II. Tasks

- Managing the library and overseeing its good operation flow, including the classification and indexing of library items.
- Assisting library visitors in researching resources and references.
- Managing the library's databases and ensuring their periodic update.
- Coordinating the library's cultural and scientific activities.
- Developing and updating the library system to keep up with the latest technological advancements and global practices.

3

III. Qualifications and requirements

Candidates must fulfil the following requirements:

- Graduate degree (MA or high diploma) in library and information science, or equivalent.
- Training certificates in library and digital databases management systems are an additional advantage.

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 library management or in documentation and information.
- Advanced knowledge of international classification systems such as:
 - Dewey Decimal Classification,
 - Library of Congress Classification.
- Knowledge of data management software and library management systems such as Koha or Aleph.
- Excellent research, analysis and time management skills.
- Must be able to work within a multicultural team.

4

IV. Salary, allowances and benefits

- In case of recruitment, 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