



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Library Assistant
Division:	OMD
Location:	Suva, Fiji
Line/Hiring Manager:	Publishing Coordinator – Team Leader
Number of Direct Reports:	Nil
Purpose of role:	To assist the Senior Library Information Management Assistant at the Suva Library to catalogue and process library records, and perform ad-hoc library support tasks as requested.
Date:	January 2023

Organisational Context

The Pacific Community (SPC) is the principal scientific and technical organisation supporting development in the Pacific region. It is an international organisation established by treaty (the Canberra Agreement) in 1947 and is owned and governed by its 27 members including all 22 Pacific Island countries and territories.

The SPC Library is part of the Publishing and Library team within the Information Services (I.S.) Division. It has two physical locations at the SPC Headquarters in Noumea and on the Narere Campus of the SPC Regional Office in Suva. Each library is administered by a Senior Library Information Assistant who reported to the Publications Coordinator – Team Leader.

Key Result Areas (KRAs):

The performance requirements of the Key Result Areas are broadly described below:

Jobholder is accountable for:	Jobholder is successful when:
KRA 1: Cataloguing library records into SPC's Koha library management system (LMS) <ul style="list-style-type: none"> • Data entry • Cataloguing new records and editing existing records in Koha LMS 	<ul style="list-style-type: none"> • Consistently meets monthly cataloguing targets as defined by the Publishing Coordinator and the Senior Information Management Assistant • Items are correctly catalogued and indexed, and are easily located in the library catalogue. • International library standards for cataloguing and indexing are adhered to.
KRA 2: Processing library records <ul style="list-style-type: none"> • Changing call numbers to Dewey • Inserting barcodes and stamps • Updating library records • Verifying and checking records • Physically relocating library records • Scanning and photocopying documents as required 	<ul style="list-style-type: none"> • Consistently meets monthly targets as defined by the Publishing Coordinator and the Senior Information Management Assistant • Physical library records are accurately processed and labelled • Items are correctly shelved and the Library is kept tidy and well organised
KRA 3: Supporting SPC's Information and Knowledge Management Processes	<ul style="list-style-type: none"> • Library information processes and policies are consistently followed
KRA 4: Assisting the Senior Information Management Assistant with ad-hoc tasks	<ul style="list-style-type: none"> • Ad-hoc administrative tasks are completed in a timely manner directed by the Publishing Coordinator and the Senior Library Information Management Assistant

Most Challenging Duties Typically Undertaken (Work Complexity):

Original cataloguing and indexing

Data entry and processing of records in Koha LMS

Application of international library cataloguing and indexing standards and practices

Carrying out ad-hoc library tasks (as required)

Supporting SPC's information and library management processes and policies

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External Key external contacts are: <ul style="list-style-type: none">• Koha support – Catalyst	<ul style="list-style-type: none">• Customer support and consultation
Internal Key internal contacts are: <ul style="list-style-type: none">• Publishing Coordinator – Team Leader• Senior Information Management Assistant(s)• SPC's ICT team• All SPC Staff	<ul style="list-style-type: none">• Understanding and responding to needs• Coaching and training• Technical advice and troubleshooting• Giving/receiving information

Level of Delegation:

Overall operational budget managed by the role: *NIL*

Budget Sign off Authority without requiring approval from direct supervisor: *NIL*

Person Specifications:**Qualifications**

Essential:	Desirable:
A diploma in Library/Information Management Studies	<ul style="list-style-type: none">• Completed specialist units or modules in library cataloguing

Knowledge/Experience

Essential:	Desirable:
Must include: <ul style="list-style-type: none">• 1 year experience in data entry and processing experience in a library or information management environment• Experience cataloguing in a library of information management environment• Familiarity with MARC, AACR2, Dewey Decimal Classification and Library of Congress subject heading standards• Computer literacy, including Microsoft Office and a networked environment• Fluent in English	<ul style="list-style-type: none">• Experience working in a multi-cultural and gender-sensitive environment• Familiarity working with the Koha Library Management System

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none">• Administration and data entry skills• Attention to detail• Organisation and time management• Library cataloguing skills• Knowledge of Koha Library Management System
Advanced level	<ul style="list-style-type: none">• Computer skills, Microsoft Office and networked systems• Knowledge of Information management systems• Administration and data entry skills• English language
Working knowledge	<ul style="list-style-type: none">• Cultural issues• Library processes and issues
Awareness	<ul style="list-style-type: none">• Information management theories and best practice• Cataloguing standards in different languages (i.e. French)

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Commitment/ Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communication & Relationships

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

Change to Job Description:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.