**TOR for Librarian Consultant**

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| Summary | The Librarian consultant is responsible for the design, development, and implementation of electronic resources management system, and training and awareness programs promoting their use. Participates in policy and strategy reviews, technical and advisory services, and knowledge services and information dissemination. | |
| **RESPONSIBILITIES & KEY DUTIES** | | |
| **Key Responsibilities** | **Key Duties** | |
| **Strategic & Operational Planning** | * Provide substantive input in the formulation of IDBG library strategy, operational plans and work programs and budget projection and allocation. * Develop and lead implementation of the IDBG library annual marketing program, including roadshows, user instruction, and the publication of a newsletter. * Collaborate in the development of policies, procedures, workflows, and decision making for electronic resource acquisition, discovery, and maintenance | |
| **Collection Development and Management** | * Participate in developing and monitoring implementation of policies, procedures, workflows and guidelines affecting access to the physical and online collections to ensure compliance with international standards, rules and best practices for knowledge organization. * Participate in reviewing, analysing, evaluation and recommendations on the acquisition of electronic, multimedia and print resources that match the knowledge and information needs of IDBG departments, entities and staff members. * Participate in the implementation of the annual IDBG library weeding exercise. | |
| **Library and Knowledge Services** | * Develop the IDBG library user profiles database to enable the identification of users’ requirements and preferences, and to inform the design and implementation of the IDBG library’s and knowledge services. * Provide current awareness and selective dissemination of information services to IDBG staff and departments by applying state-of-the-art web–based solutions. * Assist IDBG staff to increase their productivity and reduce information overload by providing information advisory services such as “subject library guides” * Provide support to IDBG communities of practice. * Participate in the design and deployment of e-learning, multi-media, and distance-learning programs. * Ensures the presence of IDBG library on various IDBG knowledge platforms. | |
| **Content Management and Library Portal** | * Participates in the development and implementation of the IDBG library portal * Serves as the library's web content administrator * Leads efforts to utilize social media to increase awareness of library resources and services * Develops and delivers training for enhancing technology skills; supports librarians and library staff in learning and implementing technologies that improve library operations and services | |
| **Knowledge sharing & Innovation** | * Develop and disseminate demos, user guides and promotional materials to enhance awareness of IDBG library’s online resources and services with the aim of increasing their utilization. | |
| **ACADEMIC AND RELEVANT EXPERIENCE REQUIREMENTS** | | |
| **Academic Qualification & Experience** | * ALA-accredited Master's degree in library or information science * Five or more years of professional experience in a corporate or an academic library setting | |
| **Job Specific Technical Skills and Necessary Knowledge** | **Technical Skills** | * Demonstrated knowledge of industry tools, standards, best practices, and initiatives related to electronic resource management, including ONIX, OpenURL, KBART, ERMI, SERU, COUNTER, and SUSHI * Demonstrated knowledge of international standards such as RDA, MARC21, AACR2r, LCSH, and Dewey classification schemes. * Ability to set priorities and work with frequent interruptions. * Ability to train staff on how to gain access to information resources. * Ability to communicate effectively both orally and in writing. * Ability to implement principles and practices of quality customer service. |
| **Necessary Knowledge** | * Substantial knowledge of library principles, practices and methods, Information resources, and tools. * Considerable Knowledge of website design and maintenance * Demonstrated experience with electronic resource management during all stages of the lifecycle, including acquisition, implementation, support, and evaluation * Demonstrated knowledge of library systems used to provide access to electronic resources and their interoperability, including library management systems, discovery platforms, link resolvers and proxy servers. * Experience searching full-text research databases and integrated library systems using advanced search techniques and tools. |
| **Languages** | * English – Required * Arabic - Preferred * French - Preferred |
| **COMPETENCIES** | | |
| **Core** | | Adaptability, Building Relationships, Client Centricity and Responsiveness, Motivation to Learn and Share  Passion for Excellence |
| **Behavioural** | | Analytical Thinking , Drive for Results, Knowledge, Learning & Communication, Communication Effectiveness, Problem Solving  Stakeholder Management/Client Orientation, Teamwork, Content Management, Library Management, Vendor Management |
| **WORK CONDITIONS** | | |
| **Location** | | IDB HQ Offices - Jeddah, Kingdom of Saudi Arabia |
| **Travel** | | As needed |