



The **UNESCO-IHE Institute for Water Education** offers graduate education in Delft, The Netherlands, and carries out research and capacity building projects all over the world. The mission of UNESCO-IHE is to contribute to the education and training of professionals and to build the capacity of sector organizations, knowledge centres and other institutions active in the fields of water, the environment and infrastructure in developing countries and countries in transition.

UNESCO-IHE has a permanent staff of 180, of which 90 are scientific staff, while about 250 guest-lecturers from academia and industry contribute to the educational programme. Each year 750 participants (incl. about 200 new MSc students per year) from all over the world attend the various regular and short courses at UNESCO-IHE. The institute has an international staff & student community with English as working language.

The **Education Bureau (EB)** is the entity in UNESCO-IHE where education-related policies are developed, implemented and monitored, and where students and staff are being facilitated in accessing scientific resources, English and academic skills training and didactical training, and where the virtual learning environment is functionally developed and managed. The Education Bureau administers all educational offerings and is responsible for scheduling, logistic planning, marks administration, diplomas and academic ceremonies. All these activities are geared to establishing a better quality and more innovative education, managed in a consistent and transparent manner.

The **Library** of the UNESCO-IHE resorts under the Education Bureau. It contributes to the educational and research activities of academic staff and students by gathering, providing access and distributing information and scientific literature. For the Library we are looking for a

Library Assistant (m/f) – for 20 hrs per week

Responsibilities

The Library Assistant will be performing professional duties in the following areas:

- Operating the reference desk and providing information services and specialized assistance to students and academic staff.
- Processing information carriers in the central Dutch Catalogue (GGC), OCLC's WorldCat Local, the institutional repository and Internet/ Intranet site of the library. Provide administrative assistance with special projects as needed.

Requirements

- An approved degree/professional qualification at MBO work- and education level and in possession of a SOD 1 and 2 or Information and Library Management (IDM)/ degree or similar.
- A number of years' experience in the (inter)national library environment, working at a professional level.
- Familiar with the WiniBW/ LBS/OCLC cataloguing and library management systems
- Experience with using bibliography management software, e.g. EndNote, refWorks, Mendeley
- Proven ability to communicate in English (minimum IELTS 7.0 general training) and Dutch (NT II), both written and verbal.
- Proven record of ability to work with an international and multi-cultural user community.
- Good interpersonal and communications skills.

- Accuracy and attention to detail.
- Client centred approach.

Terms of employment

A competitive salary (end scale 6) is offered depending on qualifications and experience in accordance with the conditions of employment for Dutch Universities. The appointment implies entry into the Netherlands' Civil Service Pension Fund (ABP).

Information and application

Applications in English, should respond specifically to the requirements, and can be sent until **12 August 2016** including, curriculum vitae, motivation letter and the names and contact details of two contactable referees, to UNESCO-IHE, attn. Human Resource Management (E: vacancies@unesco-ihe.org), PO Box 3015, 2601 DA Delft, The Netherlands, stating vacancy-number **16-EB-02**.