



Zahira College

Zahira College, one of the prominent educational institutions in the country with a history of over 132 years, is looking for passionate, dynamic and inspirational candidates with proven track record and relevant educational background with sufficient experience for the following position:

LIBRARIAN

Responsibilities

- Should enforce the library policies and procedures to ensure efficient and effective library operations and develop an operational plan based on the library's strategic plan
- Must manage the budgetary requirements, resources, collections, planning, and support of services of the library
- Should monitor the entire lending process of Check-out, check-in of the books and inspect returned books for condition and due-date status and compute any applicable fines.
- Must liaise with the all the Sections and provide education related programs upon request

Qualification & Experience

- The candidate should possess a proven track record of more than 5 years' experience in a College or an Institution library in similar position.
- Should be a Graduate of a Recognized University in Sri Lanka or Overseas with supporting Degrees / Diplomas Library Science.
- The ideal candidate would be a pro-active person, computer literate and capable of working in the English language. Preferably trilingual.
- Should have a sound knowledge on computers, internet and other recent developments in library management systems and its operations.

Please forward your Curriculum Vitae indicating the post applied for along with the names and addresses of two non-related Referees within 10 days of this advertisement by email or post to

Principal
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