

Job Description: Library Trainee

Roles and Responsibilities:

- Assist in library day-to-day operations including reference and circulation desk duties
- Assist in collection development & cataloguing
- Assist in library outreach activities
- Work in other functions /service areas of the library

Eligibility Criteria

- Master's degree in library and information science (MLISc)
- Applicants should have secured first class in their MLISc examination

Desirable Criteria

- Basic working knowledge of IT applications related to libraries
- Working knowledge of MS Office and graphic design tools like Canva
- Good communication skill in English.

Fresh postgraduates will be preferred.

Interested candidates may send their applications at head-library@imi.edu latest by **July 17 2024**.