



## AMERICAN EMBASSY, COLOMBO

### Library Representative

*We encourage both women and men to apply for this position. The United States Embassy seeks a diverse workforce with equal opportunity for all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. Your humanity and kindness are of paramount importance. Your ability to do your job better than anyone in Sri Lanka is what we are concerned with. Not your sexual, religious, and political preferences.*

The Library Representative works for the U.S. Library of Congress office located in the U.S. Embassy Colombo and functions as the designated liaison for the Library of Congress (LOC) in Sri Lanka. Incumbent is supervised by the Field Director for South Asia posted in New Delhi, India. The Library Representative acquires and creates online bibliographic records of Sri Lankan publications in all languages and formats for Library of Congress collections in Washington D.C., and for libraries of American and Canadian universities who participate in the South Asia Cooperative Acquisitions Program (SACAP). The Library Representative must be knowledgeable on the sociopolitical, economic, cultural, religious, and legal developments in Sri Lanka in order to ensure materials on current affairs are acquired, either personally or via LOC's contacted vendors in Sri Lanka. The position will supervise one Library Clerk.

**The work schedule for this position is: Full time – 40 hours per week.**

**The monthly gross salary for this position will be USD \$973.25**

[LE Staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for May 31, 2022 is 1 USD = 355.00 LKR. This is a temporary revision of the Embassy Local Compensation Plan and should not be assumed as an acquired right]

#### **Qualifications Required:**

- 1. Education** - Bachelor's degree in history, English, Political Science, or Library and Information Science is required (*Candidate must attach copies of relevant educational certificates*).
- 2. Prior Work Experience** - Five years of managing a book acquisitions program in libraries or educational institutions or publishing houses or nongovernmental organizations, of which at least one year should be supervisory experience (*Candidate must attach copies of relevant service/work experience certificates*).
- 3. Language Proficiency** -  
Level IV (Fluent) English Reading/Writing/Speaking is required (*This will be tested*)  
Level IV (Fluent) Sinhala and/or Tamil Reading/Writing/Speaking is required.
- 4. Job Knowledge** – South Asian studies, especially in relation to Sri Lanka and principles of librarianship, especially acquisitions and basic cataloging. Expert knowledge and understanding of political and social sciences, literature, and history of Sri Lanka. A thorough understanding of the organization and structure of Sri Lankan cultural and social institutions including, but not limited to, publishing and book trade, libraries, higher education, government agencies, societies, and non-governmental organizations.
- 5. Skills and Abilities** –
  - Ability to work independently, creatively and efficiently with minimum supervision. Excellent research skills to be able to identify and locate sources of acquisitions for Sri Lankan commercial and non-commercial materials, especially in response to current developments
  - Must possess excellent oral and writing skills in order to persuade publishers and other sources of acquisitions to sell/donate publications.
  - Must possess excellent analytical skills to deliver oral and written acquisitions reports. Excellent judgment and discrimination in the interpretation and application of acquisition policies to acquire the materials desired by LC and SACAP participants.
  - Excellent interpersonal skills. Excellent skills in negotiating in person and by telephone in English and Sinhalese. Must be able to apply specialized knowledge to problems in the area of acquisitions of research materials and management of Library of Congress Sri Lanka Office.
  - Ability to use automated systems that support library acquisitions and accounting. Ability to effectively manage resources so as to set and achieve goals consistent with acquisitions programs of the Library of Congress and SACAP participants. The ability to use various internet based applications and Windows-based computer applications such as MS Outlook, Excel and MS Word is required.

#### **Required Documents:**

To apply for this position applicants **must electronically submit copies of the documents listed below** along with the electronic application, to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.

- Relevant Educational Certificate/s
- Relevant Service/Work Experience Certificate/s
- Proof of citizenship (National Identity Card/Passport and/or Work Permit)

#### **How to Apply:**

Please visit our website <https://lk.usembassy.gov/embassy/jobs/> to submit your applications through Electronic Recruitment Application system [ERA]. Before you continue with the application process, please carefully read the instructions available on our website.

**PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED**

Your application should reach us **on or before July 7, 2022.**

Please note, only shortlisted candidates will be contacted.