



**BANDARANAIKE CENTRE  
FOR INTERNATIONAL STUDIES**

## VACANCIES

# POST OF LIBRARIAN

The Bandaranaike Centre for International Studies (BCIS) is a research and education based institution which focuses on International Relations and its sub disciplines and is the education arm of the BMICH.

The BCIS is looking for an experienced, qualified and conscientious librarian willing to contribute to the advancement of the institution.

In this light, applications are now called for the Post of Librarian.

### Job Profile

- Overall responsibility of the administration and management of the library resources
- Maintaining in-house databases and electronic resources.
- Supervision of Classification/Cataloging and physical processing of all documents
- Develop library policies and procedures.
- Develop and establish e-library functions at the Library.
- Ensure current and accurate inventory of library materials.
- To facilitate design and content planning for the library's webpage in the BCIS website.
- Assisting Researchers with the literature surveys using databases and the Internet.
- Maintaining procurement and disposal of library materials.

### Candidate Profile

- A Master's Degree in Library & Information Science obtained after a full time course of study of at least two academic years duration.
- A minimum of five (5) years of relevant professional work experience in a recognized Library
- Excellent communication in English with proficiency in IT
- Networking skills and links with think-tanks and related stakeholder organizations/ development partners in Sri Lanka and abroad.
- Age band : between 30 to 45 years

### Remuneration

An attractive remuneration package inclusive of other fringe benefits commensurate with the position is on offer to the selected candidate.

### How to Apply?

Send us your latest curriculum vitae with a covering letter addressed to the Director, BCIS within 14 days of this advertisement to [careers@bmich.com](mailto:careers@bmich.com)



The Century International  
Quality ERA Award  
Gold - Geneva | Platinum - Paris



BWIO  
Platinum Award



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