

# Post of Library Information Officer at National Child Health Resource Center (NCHRC), NIPI project at NIHFV

## Background

The NCHRC a unit of NIHFV supported by Norway India Partnership Initiative aims at strengthening the focus on child health and related maternal health and mainstreaming child health agenda in public health through collating, developing, analyzing and disseminating relevant information on child health and maternal health to the stakeholders at various levels and creating national and state level platforms for discussion and information sharing on relevant issues.

## Objectives of NCHRC

- Provide a nationwide platform for professionals in child and public health to come together and strengthen the discourse on child health.
- Collation and dissemination of information on best practices and programmes related to child health and related maternal health to stakeholders at various levels and also develop a repository of information.
- Build partnerships with Institutions and organizations at the national and state level to strengthen the focus and discussion on child health and maternal health.
- Build capacities of health functionaries at the district, block and grass root level in child health and maternal health through trainings and long distance courses.
- Engage in operations research in keeping with the focus areas and objectives of the resource center.

The center is looking to recruit a young and dynamic library professional to meet its objectives. The Job description of the mentioned post is as follows:

## Major Job Responsibilities:

1. Planning and development of repository on child health which includes policy guidelines, child health programme, books, journals, articles, newsletter, newspaper clippings etc.
2. Categorization and classification of the books/journals in major issues/topics in child health.
3. Online library catalogue management on NCHRC website including smart web search
4. Creation of machine readable database, bringing out Monthly Alerts, Subscription and circulation management
5. Promotion of library services and query handling from Staff and Members.
6. Facilitate Library automation and digitization work.
7. Independently manage various in-house operations related to repository
8. Provide assistance and support to the team members for implementing other project activities.

## Qualification and Work experience

1. Master degree in Library science and information Science/Associateship in Information Science(AIS)/ and other relevant degree for a reputed university and good academic record
2. Should have atleast 2 years experience of managing/working with a reputed library.
3. Good communication skills in English and Hindi
4. Excellent knowledge of computer and library software.
5. Proficiency in open source library management software/ Knowledge of Web applications
6. Library marketing skills
7. Ability to work within a team as a supportive and active team member

Monthly enumeration-upto Rs 25000 per month. This is a contractual job for one year initially, extendable based on performance

The interested candidates are required to send only hard copy of the application with recent photograph to the **Director, NIHF, Baba Gang Nath Marg, Munirka, New Delhi-110067**. Application through email will not be accepted. Only the shortlisted candidates will be contacted. **Closing date for sending the applications for the post is 30<sup>th</sup> June 2009.**

**DIRECTOR**