**Job Description**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Resource Centre Officer</th>
<th>Department/Office</th>
<th>Library, Information, Web and Publication Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Holder</td>
<td></td>
<td>Job Code</td>
<td></td>
</tr>
<tr>
<td>Job Type</td>
<td>Permanent</td>
<td>Timings</td>
<td>8:30 a.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>Line Manager(s)</td>
<td>Manager LIWAPS</td>
<td>Post-Related Allowances</td>
<td>None</td>
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**Job Aim**

To manage, develop and promote the Resources Centres (RCs) within the School and to ensure that an effective resource and information service is provided to all stakeholders.

**Number of Staff Managed**

<table>
<thead>
<tr>
<th>As Line Manager</th>
<th>None</th>
<th>As Countersignatory</th>
<th>None</th>
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</table>

**Finances managed**

None

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**Duty and standards – measurable in terms of time, cost, quality or quantity. Please note this list is not to be regarded as exclusive.**

<table>
<thead>
<tr>
<th>1 Duty (50%)</th>
<th>To plan and oversee the organisation and management of the RCs</th>
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**Standards**

- Organise, catalogue and classify RC resources of all departments in accordance with Dewey Decimal Classification; Compile indexes, bibliographical information and other reference information for effective retrieval of required resources.
- Maintain and timely update reference information of RC resources in online public access catalogue system through data feeding in Central Access System for RC users as primary source of cataloguing.
- Manage and promote a wide range of resources in a variety of formats, traditional and electronic, and where appropriate, the equipment to access them.
- Select, acquire, and maintain the RC resources in good order; maintain proper inventory registers and record keeping of the resources.
- Provide recommendation to management on current and relevant Information and Communication Technology needs of RCs by continuous research whilst ensures that the maximum use is made of ICT within the RCs.
- Ensure, monitor and implement policy decisions on behalf of School management on regular basis; provide necessary feedback to ED and Line manager where necessary.

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<tr>
<th>2 Duty (30%)</th>
<th>To provide administrative support to the RC visitors/learners</th>
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- Mediate between learners and resources to enable learners to identify, locate and access the information they need.
- To make the RC resources attractive and accessible to all students, faculty and visitors through arrangement of displays, guiding and publicity materials such as newsletter letter on bi-monthly basis.
- Advise senior management and other colleagues on policies for the provision of learning resources across the curriculum. Support the educational aims and objectives of the School and monitor the effectiveness of the RC’s contribution to learning, teaching and research.
- Enable teaching staff to maintain high level of awareness of professional development and relevant resources through the provision of appropriate professional materials, information and training when and where required.
### Duty (10%)
**To promote research and innovation through exchange of information such as research journal, newsletter etc. And through joint venture projects with educational organizations with common goal and mandates along with maintaining strategic relationship with all stakeholders.**

**Standards**
- Correspondence on behalf of School with key persons of strategic partner organizations; to work on collaborative projects when and where as required and on projects arranged by IVS.
- Develop and up-grade content of web-based applications including websites and Social Media Networking sites with the standards recommended by HEC for Higher Education institutes.
  - Coordinate and compile content
    - given by faculty for IVS Research Journal.
    - for LIWAPS newsletter on bi-monthly basis.
    - any other as directed by management.
- Manage mailing lists for all stakeholders including students, faculty, visitors, donors and degree awarding institutes etc to disseminate necessary information using appropriate medium of communication such as postal mail and email etc.

### Duty (5%)
**To intimate financial resources and estimates for RCs**

**Standards**
- Advice financial estimates for the RCs, negotiate with the Senior Management Team over funding for the RCs, and be responsible for managing the RC budget effectively.
- Responsible for purchasing of supplies as approved by management.
- Conduct comparative analysis and competitive bidding when necessary.
- Contribute time in fund raising activities organized by School to meet financial needs of RCs where necessary.
- Manage donor portfolio for RC resources and assist ED/Line Manager in following necessary correspondence.

### Duty (5%)
**Assistance to Marium Abdulla Library staff**

**Standards**
- Provide managerial support to MAL staff where necessary.
- Work on collaborative projects on directives of School management.

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**Submitted by** Shumaila Nooran | **Designation** Manager LIWAPS

**Agreed by** | **Designation** | **RC Officer**

**Approved by** Samina Khan | **Designation** | **Executive Director**

**Dated**