

VN 21/16 Librarian

Within the Strategy, Communication and International Relations Division (SCIR) the Librarian manages the EUMETSAT library service. The library provides document delivery services to the EUMETSAT employees by procuring, organising and making available externally published resources (books, standards, journals) in print and electronic format. In addition, the library provides research assistance to its internal customers. The emphasis is on information sources of a technical nature but all topics of use to employees for their work are covered (e.g. people management skills, team working, and personal effectiveness).

Duties

- Manage the library daily operations including loans, periodicals, acquisitions, cataloguing, budget tracking, shelf management;
- Conduct research for users when requested and manage a current awareness service;
- Develop and maintain management information about the library (e.g. procedures, usage statistics) and maintain the computerised library management system;
- Prepare the annual library budgets;
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- Promote the services of the library, continuously evaluating user needs and adapting the library collection and services accordingly, while planning and implementing a development strategy for new services and resources;
- Establish working relationships and links with other libraries;
- Supervise the Assistant Librarian.



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

Full secondary education with additional qualifications in library, archival or information studies or alternatively long-standing experience in running and developing a library is a requirement.



LANGUAGES

The official languages of EUMETSAT are English and French. Candidates must be fluent in English with some knowledge of French. Due to interfaces with local suppliers, a good working knowledge of German is an advantage.



DEADLINE

12 April 2021

Skills and Experience

- Proven experience in running all aspects of a library service, preferably a small library in a scientific and technical environment;
- Excellent computer skills with a specific emphasis on computerised library management systems in a cloud setting, management of e-books and electronic journal subscriptions and the use of electronic resources such as Web of Science, Scopus, O'Reilly Learning;
- Pro-active attitude to providing library services to users;
- Strong self-motivation with high-level of autonomy, planning and organising skills;
- Strong interpersonal and team-working skills and the ability to effectively communicate with many different organisational interfaces;
- Experience in providing library services via virtual channels would be an advantage;
- Team management / coordination duties would be an advantage.

Employment Conditions

The initial contract will be of 4 years' duration, with subsequent 5 year contracts being awarded thereafter, subject to individual performance and organisation requirements. There is no limit to the amount of follow-up contracts a staff member can receive up to the EUMETSAT retirement age of 63 and there are certainly opportunities to establish a long career perspective at EUMETSAT.

This post is graded A2/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 5,363 per month (net of internal tax but excluding pension contribution and insurances) which may be negotiable on the basis of skills and experience. The salary scale provides for increments on the anniversary of taking up employment, and scales are reviewed by the EUMETSAT Council with effect from 1 January each year. In addition to basic salary, EUMETSAT offers attractive benefits. Further information, including salary details, is available on the EUMETSAT web site.

EUMETSAT is committed to providing an equal opportunities work environment for men and women.

Please note that only nationals of EUMETSAT Member States may apply. The EUMETSAT Convention requires that Staff shall be recruited on the basis of their qualifications, account being taken of the international character of EUMETSAT.

About EUMETSAT

EUMETSAT is Europe's meteorological satellite agency. Its role is to establish and operate meteorological satellites to monitor the weather and climate from space - 24 hours a day, 365 days a year. This information is supplied to the National Meteorological Services of the organisation's Member States in Europe, as well as other users worldwide.

EUMETSAT also operates several Copernicus missions on behalf of the European Union and provide data services to the Copernicus marine and atmospheric services and their users.

As an intergovernmental European Organisation, EUMETSAT has 30 Member States (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece,

Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.)

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