



Post Title:	Library Assistant (Serials and Scholarly Communications)
Domain:	ICTP Library (Research Division)
Post Number:	1ITSCPA 115TP
Grade:	GS-4
Organizational Unit:	Abdus Salam International Centre for Theoretical Physics
Primary Location:	Trieste, Italy
Recruitment open to:	Internal and external candidates
Type of contract:	Project Appointment
Deadline (midnight, Paris time):	16-OCT-2023

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Founded in 1964 by the late Nobel Laureate Abdus Salam and located in Trieste (Italy), the Abdus Salam International Centre for Theoretical Physics (ICTP) seeks to accomplish its mandate by providing scientists from developing countries with the continuing education and skills that they need to enjoy long and productive careers. ICTP has been a major force in stemming the scientific brain drain from the developing world. For more than 50 years, ICTP has been a driving force behind global efforts to advance scientific expertise in the developing world.

The ICTP Library is part of the Research Division of ICTP. It provides information services and essential scientific support through bibliographic resources in all formats to ICTP researchers, course participants and visitors

Under the supervision of the Head, Library Services, the Library Assistant (Serials and Scholarly Communications) creates a precise documentation of the complete serial collection of the ICTP Library. He/she maintains the life cycle of print and electronic periodicals, including bibliographic description, seamless access and usage statistics. In addition, the incumbent participates in the ongoing discussion on Open Science and, under the supervision of the Library Head, develops means to offer advice on open research dissemination to the ICTP scientific community. Essential responsibilities include:

- Manages print and electronic serial resources lifecycle processes for firm order or packages, including the creation and maintenance of accurate bibliographic records of print and digital serial purchases, holdings and access entitlements in a variety of systems such as the Integrated Library System, the Electronic Resource Management System (EZB), the discovery tool and the Italian Serials Catalogue ACNP
- Collects, analyses, and reports usage statistics to help guide collection development and acquisition decisions
- Handles administrative aspects of communication and networking with other libraries to exchange information on the latest developments in the fields of open access publishing, copyright matters and research dissemination
- Compiles from the approved source, and formats for publication on the ICTP website brief information material outlining the procedural steps to access various publications
- Publish Open Access materials, as well as information on Open Access funding options and news on available repositories.
- Performs additional activities that may be required to ensure the success of the work team.

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

- Communication (C)
- Accountability (C)
- Innovation (C)
- Knowledge sharing and continuous improvement (C)
- Planning and organizing (C)
- Results focus (C)
- Teamwork (C)

For detailed information please consult the **UNESCO Competency Framework**
https://en.unesco.org/sites/default/files/competency_framework_e.pdf

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- At least three (3) years of relevant working experience in a research library

SKILLS/COMPETENCIES

- Excellent communication skills to maintain working partnerships and collaboration with colleagues from the same unit as well as external publishers, vendors and service providers.
- Ability to work individually and collaboratively within the team environment.
- High level of data input accuracy and attention to detail.
- Knowledge of PC and related standard applications.

LANGUAGES

- Excellent knowledge (spoken and written) of English and Italian

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Working experience in an international environment or for a science organization

SKILLS/COMPETENCIES

- Experience in using Electronic Resource Management Systems and Integrated Library Systems for documenting print and electronic serial collections is desirable

LANGUAGES

- Good knowledge of another official UN language (Arabic, Russian, Chinese, French or Spanish) is an advantage

ADDITIONAL INFORMATION

Only candidates who are entitled to work in the E.U. may apply to this position. Please note that for this position UNESCO will not reimburse expenses such as travel in connection with interviews, tests and relocation.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For more information in benefits and entitlements, please consult ICSC website.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the UNESCO careers website. No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

Candidates must use the UNESCO's online application system which is accessible through the following links:

For current UNESCO fixed-term staff members: *UNESCO Intranet* > *Tools* > *HR Apps* > [Careers](#). If you are working remotely, you should connect to Careers portal through connect.unesco.org

For all other candidates: <https://careers.unesco.org>

For information: Personnel Office, Abdus Salam International Centre for Theoretical Physics, Strada Costiera, 11, 34151 Trieste, Italy.

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