

# AIMST UNIVERSITY MALAYSIA

AIMST is a prestigious University well known for its growing impact on the national and regional tertiary education industry. Its highly-recognized programmes are Medicine, Dentistry, Pharmacy, Allied Health Professions, Engineering, Computer Sciences, Biotechnology and Business & Management.

We are now inviting suitable applications from **QUALIFIED, DYNAMIC AND SELF-DRIVEN MALAYSIAN** candidates who can effectively contribute to the advancement of our tradition of excellence in teaching and research.

**The University invites applications for the following position:**

## LIBRARY DIVISION

### Position : Chief Librarian

#### Requirements:

- A Master's or Bachelor's degree with Honours in Information Science Studies (Library and Information Management or Information Resource Centre Management) recognised by the Government or other qualifications recognised as being equivalent to it.
- Minimum of five (5) years of experience in the field of the management of library and information centres.
- Proficient in English Language and Bahasa Malaysia.
- Excellent Interpersonal skills and IT skills.
- Knowledge of the philosophy and techniques of library service, library materials and resources.

#### Duties and Responsibilities

- Manage & supervise the library operations & services
- Ensure that the Library operates effectively on a day-to-day basis.
- Maintain/enhance the process and procedures of the library in order to meet the university's requirement and user's satisfaction.
- Planning for the future development of the library, including physical development, facilities development, user needs, and services.
- Cooperate with the deans & faculty representatives and planning for the annual library budget.
- Liaise with the deans & faculty representatives on the collection development planning which includes purchasing of library materials according to the programmes offered by AIMST University.
- Liaise with all the external college/university libraries to deal with matters regarding the information exchange, collaborations, etc.
- Responsible in supervising and evaluating yearly library staff performance for their salaries review and promotions.
- Represent library in Departmental Meeting related to AIMST University Library.
- Responsible in reviewing the Library Standard Operating Procedure (SOP) and ensure the documents and files are complete for internal/external audit.
- Prepare all the library relevant reports pertaining overall library activities; weekly, monthly, quarterly & annually.

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***An attractive remuneration package will be offered to successful candidates commensurate with the qualifications and experience***

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Interested candidates are requested to email their job application together with latest personal particulars (CV), recent passport-sized photograph and educational certificates to **careers@aimst.edu.my**. This advertisement is valid for one (1) month effective from 1 August 2023. Application form can be downloaded from the

AIMST University website: <https://www.aimst.edu.my/career/>

For more details, please contact us at +604-429 8000 (ext 1034)

*\*Only shortlisted candidates will be notified.*

