

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 / Head of Library Division

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.

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

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 three (3) month effective from 27 May 2024. 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.*

