



Employment Notice

Caritas Development Institute (CDI) invites applications from the eligible candidates (men and women) for one position of **Communication and Documentation Officer (Library)**.

Details of the Position and Required Qualifications	Key Responsibilities
<ul style="list-style-type: none">▪ Job Title: Communication and Documentation Officer (Library)▪ Position: 01 (One)▪ Age: Maximum 32 years as on 1 June, 2018 <p>Educational Qualification: At least Masters in information Science and Library Management, Library or Information Science or other similar discipline</p> <p>Job Requirements:</p> <ul style="list-style-type: none">- Minimum two years professional experience in the similar position in any reputed organization.- The position requires Digital and Electronic Library management, Documentation and Information Retrieval, Library Resource Management, and Classification.- Knowledge of philosophy and techniques of library service and positive attitude towards library users.- Knowledge and maintain of computer, internet and commercially available library software.- The position requires excellent proficiency in computer operations, particularly, in MS-Word, MS-Excel, MS-Access and Power Point in both English and Bangla.- Excellent interpersonal, organizational and Communication skill.	<ul style="list-style-type: none">- Maintain books register, Books sorting in shelves, Solving problems of library materials.- Code, classify and catalog books, publications, films, audiovisual aids and other library materials.- Collect and organize books, publications, films, audiovisual aids, documents, pamphlets, manuscript and other reference materials for convenient access.- Issue and return lending counter, preparing defaulters list and issue reminder and checking for clearance issue.- Maintain library user register books and other issue and return register book.- Salary: Tk. 20,000 – 25,000/- (consolidated) per month during probationary period. For truly deserving candidate salary is negotiable.- Job location: The position is based at CDI, Dhaka but will require frequent field visit.

Selected candidate will be appointed initially for six months probation period. Upon successful completion of the probationary period, appointment may be confirmed according to the existing pay scale and service rules of the organization. After confirmation long term benefits such as provident fund, gratuity, insurance, health care and compensation scheme etc. will be admissible.

Eligible and interested candidates with requisite qualifications are invited to apply with a letter intent (no more than one page) along with a complete CV with details of two referees and cover letter, two passport size photographs and attested copies of all educational and experience certificates to the following address: **Director, Caritas Development Institute (CDI), 2, Outer Circular Road, Shantibagh Dhaka-1217** or e-mail: caritascdi@gmail.com by **May 6, 2018**. **Women and Ethnic minority candidates are especially encouraged to apply.** Only short listed candidates will be invited for interview. Incomplete applications will not be considered. The organization reserves the right to reject any application or to cancel or postpone the recruitment process for any reason whatsoever. Personal contract will be treated as disqualification for the post. The staff of Caritas Bangladesh, Trust offices and Project offices are request to apply through proper channel.


Theophil Nokrek

Director
Caritas Development Institute