Librarian (Configuration Management)

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Company: HALCON

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

About HALCON

HALCON is a regional and international leader that offers next-generation Weapons Systems and Robotics Expertise to meet the challenges of a rapidly changing world. HALCON has developed in-house expertise across the entire value chain for gravity-release bomb guidance systems. This includes design, development, testing, manufacturing and assembly. Our end-to-end capabilities ensure exceptional quality and competitive pricing. As well, we are faster and more flexible in meeting customer requirements.

Job Summary:

The Librarian will be responsible for managing and maintaining both the physical and digital collections of the library. The role will focus on curating, organizing, and providing access to a wide range of information resources for employees, both in traditional print formats and digital formats.

Key Accountabilities:

Develop and maintain a diverse collection of physical books, periodicals, digital content, and other resources for Halcon employees.

Performs professional library work in collection development, recommends subscriptions or acquisitions accordingly, and evaluates the relevance and quality of digital and print material.

Oversee the implementation and management of the library's digital cataloging and circulation system.

Organize and classify physical and digital materials according to standard library classification systems (e.g. Dewey Decimal Classification).

Create metadata and tags to enhance and facilitate efficient searching within the digital library.

Assist employees in locating and accessing both physical and digital resources and provide technical support to employees to navigate the digital library platform and digital resources.

Developing training materials for employees on the use of digital library resources.

Provide reference services, answer inquiries, and offer guidance on research methods and information retrieval.

Stay informed about copyright laws and licensing agreements to ensure that the library's digital collection adheres to copyright regulations and licensing terms.

Conduct research to identify emerging technologies and digital trends related to digital libraries

Experience & Education Qualifications:

Minimum: 1-2 years of library experience, ability to manage a library's physical collection and familiarity with library cataloging systems, knowledge of digital library management systems and digital assets, technological proficiency, ability to adapt to new technologies and digital trends in the library field.

Minimum: Bachelor's Degree in English or History, or a related field from a recognised

Institution

Preferred: 2+ years of experience in a corporate environment/ Arabic language as mother tongue

Preferred: Master's degree in Library and Information Science (MLS)

Knowledge of digital library management systems and digital asset management, and the ability to troubleshoot digital platforms

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