JOB DESCRIPTION

Operations Assistant - Library

About Us
The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see http://www.iihs.co.in

About the IIHS Library
The IIHS Library is central to the institution's mission of building a world-class research, knowledge and teaching hub focused on India's urbanisation that also draws upon processes from across the world. The Library aims to become the largest reference library on urbanisation in the Global South. It seeks to do this by developing an interdisciplinary collection using the latest technology, and by making it publicly accessible. The collections will be rooted in the Indian and South Asian context while representing the best of global knowledge.

Job Description
This role is based at IIHS Chennai and will involve assisting Library operations, mainly user and research services, instruction and outreach, acquisition, and technical processing of the learning resources being acquired for the Library. Coordinating with the Library team at the IIHS Bengaluru City Campus, this position requires a working knowledge of Machine-Readable Cataloging (MARC) standard, Dewey Decimal Classification (DDC), and exposure to open source or proprietary integrated library systems (preferably Koha and Digital Library Solutions, though not mandatory).

This is a contractual position for an initial term of 11 months, renewable on mutual consent.

Activities and Tasks
Responsibilities would include, but not be limited to, the following:
- Understanding the library management processes and functions at IIHS;
- Coordination, identification and acquisition of required learning resources, and management the IIHS Chennai Library by closely working with the Bengaluru City Campus (BCC) Library team and the Administration/Library teams at Delhi and Trichy;
- Cataloguing and classification of the acquired resources;
- Documenting and tracking the publications, practice reports and other outputs from the Chennai/ Trichy projects and others at the Chennai office for dissemination, knowledge management and referencing;

- Coordinating and liaising with the Administration team at Chennai to manage the Library space, books shelving, circulation and upkeep of the physical space and for events;
- Promoting and supporting Library services with wider outreach, research publications display and helping users and Fellows with reference queries, article requests and finding online and print resources; and benchmarking publications and citations;
- Developing domain knowledge and subject expertise broadly in the social sciences, urban studies and water/sanitation/hygiene (WASH) sector in particular, and developing subject guides and glossaries;
- Leveraging reference sources to help users access technical manuals, master plans, gazetteers; other local primary resources and grey literature;
- Liaising with the Information Technology (IT) team and Library team at the BCC to provide VPN/ remote access to all subscribed resources at Chennai;
- Effectively working with teams across Bengaluru and Delhi for intra-library loans and any other tasks from time to time;
- Providing support to other IIHS activities including academics, research, training, practice, operations and others;
- Participating in all activities of Institution-Building at IIHS; carrying out tasks as assigned by IIHS; and traveling on IIHS work within or outside the country as and when needed.

Structure and Reporting
The operations assistant will be an External Consultant coordinating with the Senior Consultant – Library at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organizations, and students.

Person Specification
The ideal candidate should have:
- A Bachelor's or Master's degree in Library and Information Science;
- 1-2 years of work experience;
- Well-developed written and oral communication skills; fluency in Tamil would be an add-on;
- Professionalism, punctuality and meticulousness in all aspects of their work;
- Confident speaking and alert listening skills;
- The ability to work effectively as a member of a team.

This is a contractual position for an initial term of 11 months, renewable on mutual consent. This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

Location
This position is based in Chennai and may entail travel to Bengaluru from time to time.

Review and Assessment
The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

Diversity Policy
IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

To apply
If you are interested to explore this opportunity with us, please fill the online application form by clicking here. (You can also click on the "Apply Now" button at the end of the Job Description displayed on the website).

Contact
Please write to us at hr@iihs.co.in if you need any clarifications while filling the online application form.

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