

GEORGE TOWN WORLD HERITAGE INCORPORATED STAFF RECRUITMENT OCT/NOV 2017

RESOURCE CENTRE COORDINATOR

A. Job Description

The Resource Centre Coordinator is responsible to manage the resource centre efficiently and systematically. She or he also needs to provide courteous and prompt attention to requests for service and information from the visitors. She or he will be supporting the Department of Resource, Research and Education in accordance to the Vision and Mission of George Town World Heritage Incorporated, and is expected to perform the following tasks and responsibilities in a highly professional manner.

B. Task and Responsibilities

- Assist in formulation of the resource centre policies, guidelines and procedures.
- Source and acquire relevant books and materials relating to heritage in consultation with the Management.
- Maintain catalogue system, classify and label/tag books, periodicals, publications, magazines, articles, building plans and audio visual materials etc.
- Manage and maintain internal database or news information ie. scan and assign classification to newspapers articles, project reports, audio visual aids, in-house publications and materials etc.
- Maintain inventories of borrowed and returned reference materials by staff members.
- Respond to daily on-site enquiries, letters, emails for information.
- Ensure that the resource centre is accessible including assisting and training users to effectively search the catalogue and provide research service.
- Upkeep of resource centre tidiness and functioning of computers and peripherals and security equipment.
- Keep abreast with new developments in library system, latest publications, periodicals etc.
- Develop a network with other libraries, conservation resource centres and archive databases worldwide.
- Promote the use of the resource centre and publications through public talks, events, activities, advertising media etc.
- Provide regular statistical reports on the functioning and use of the resource centre.
- Manage and maintain archive materials, ie Kelly map, old photos/postcards, old building plans etc. and “Visions of Penang” website.
- Conduct research and manage matters relating to publication works.
- Establish and maintain effective working relationships with colleagues.
- Undertake other duties and attend meetings as assigned by the General Manager.

C. Requirements

- Degree in Library, Information Management or equivalent.

- Minimum three years of work experience in library or resource centre development and management.
- Good knowledge of international cataloguing and classification standards.
- Computer literate with knowledge of Microsoft Office applications.
- Speak and write good English. Proficiency in Bahasa Malaysia, Tamil or Mandarin will be an added value.
- Good interpersonal and communication skills.
- Commitment towards quality service and the aim of the resource centre.
- Willingness to work on weekends or in the evenings.
- Able to work independently, collectively, and in responsible manner.

D. Applications

- Complete the application form ([download from here](#)).
- Attach your latest and most persuasive resume.
- Attach an appealing cover letter (tell us why are you the best candidate for this position and your expected salary).
- Send all documents to hr@gtwhi.com.my by 20 November 2017.
- Shortlisted applicants will be notified for interview.