



## URGENT VACANCY NOTICE Service Provider: Library Assistant

The Cambodia Development Resource Institute (CDRI), Cambodia's leading independent development policy research institute, is seeking to recruit **one Full-time Service Provider** for a *three-month* period which is renewable. The Service Provider responsible for carrying out general daily tasks, helping library users, and contribute to the library's development, and other administrative duties.

### *Major Responsibilities:*

- Catalogue new acquisitions
- Check-out and check-in books for borrowers
- Put returned and used books back on the shelves in the correct place
- Prepare membership cards for new library users
- Train new users on how to search library catalogue and locate books
- Remind borrowers to return overdue books
- Help in other tasks such as binding books and photocopying.

### *Minimum Qualifications:*

- At least one year's experience working in a library
- Knowledge of computer software: Microsoft Word, Excel (NewGenLib is an advantage and IT qualification is also an advantage)
- Willingness to learn and capacity to carry out other tasks as required
- Good communication skills in English and Khmer, both oral and written.

CDRI offers competitive salaries and benefits and good working conditions. Interested candidates are invited to submit their applications online at [hr@cdri.org.kh](mailto:hr@cdri.org.kh) or by mail to CDRI # 56, St 315, Tuol Kork, Phnom Penh, including names and contact details of three (3) professional referees knowledgeable about the candidate's professional qualifications and recent work experience. Applications should reach us by **24 July 2020**.

**Only short-listed candidates will be contacted**  
**Female applicants are particularly encouraged to apply**