



## Librarian

- **Vacancy for:** 1
- **Posted on:** Oct. 8, 2017
- **Deadline:** Oct. 19, 2017, 11:55 p.m.

### Basic Job Information

Job Category : General Mgmt. / Administration / Operations  
Job Level : Entry Level  
Employment Type : Full Time  
Job Location : Lazimpat, Kathmandu  
Offered Salary : NRs. 14,000.00 Monthly

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### Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)  
Experience Required : Not Required

### Other Specification

- At least 2 years of experience in related field.
  - Understanding of the role of the library and its collections in supporting research, teaching, and learning
  - Must be able to perform indexing
  - Ability to read, understand and follow oral and written directions in English and Nepali
  - Typing or word processing skills (Office Package)
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### Job Description

- Keeping the library organised and tidy (not everyone will put the book back where they found it)
- Maintaining library catalogues and making them easy to use
- Organising events and activities (such as children's book readings)
- Chasing and collecting books back and enforcing fines

### Applying Procedure:

Please send us your updated CV at Email: [career@millsberry.edu.np](mailto:career@millsberry.edu.np)

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/librarian-29/>

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