

## The Alliance Française de Dhaka (AFD)

The AFDhaka is a nonprofit Society promoting French Culture and cultural relations between people of France and of Bangladesh. We offer French classes, cultural activities and run a multimedia library. We are seeking to invite hard working and qualified candidates for the

### POST OF LIBRARIAN

#### Job Description / Responsibility

- Providing information on resources of the library.
- Cataloging and shelving documents.
- Monitoring loans and returns
- Maintaining library databases and inventories
- Facilitating of the access of the library to the users
- Making monthly statistical reports.
- Issuing library cards
- Issuing membership cards and maintaining membership database.
- Organizing and conducting animations in the Library to promote its contents and make the place lively ;
- Participate to cultural events connected to books

#### Additional Job Requirements:

- Should be good in written/spoken English and have a good knowledge on French culture.
- Training/Diploma in Library Management or experience in Library management.
- IT knowledge of installing different software and data transfer
- Must be proactive, smart & self motivated.
- Must have good manner and patience to handle people
- Sound knowledge of Office application
- Willing to work whenever needed
- Excellent command in English
- Knowledge of French would be an advantage

#### Application Deadline:

Interested candidates are invited to send a written application along with a complete resume to [hadmin@afdhaka.org](mailto:hadmin@afdhaka.org).

The supporting documents can be dropped at the reception of Dhanmondi branch of Alliance Française de Dhaka, 26, Mirpur Road, Dhaka-1205, C/O Sharmin Afroz.