IHE Delft is the largest international graduate water education facility in the world and is based in Delft, the Netherlands. The mission of IHE Delft is to work in partnership to strengthen capacity in the water sector, to achieve global sustainable development. IHE Delft has a permanent staff of 200 of which more than 100 are academics from all over the world, while about 250 guest lecturers from academia and industry contribute to our educational programmes. Each year 750 professionals (including about 200 new MSc students per year) attend courses at IHE Delft. The Institute has an international staff & student community with English as the working language.

The process management unit Library, Information Technology (LIT) is responsible for all ICT and library related facilities and activities at IHE Delft.

As an integral part of LIT, the Library of IHE Delft contributes to the educational and research activities of academic staff and students by (digitally) searching, gathering, providing access and distributing information and scientific literature. For the Library we are looking for a

**Library Assistant**

0.53 FTE/ 20 hrs.

**Responsibilities**

The Library Assistant will be performing professional duties in the following areas:

- Operating the reference desk, on site and virtual, by providing information services and specialized assistance to students, academic staff, alumni and project partners;
- Cataloguing information carriers in OCLC’s WMS, ContentDM the institutional repository, and Internet / Intranet sites of the library;
- Providing administrative assistance with special projects as needed.

**Requirements**

- An approved degree/professional qualification at MBO/HBO work- and education level and in possession of an Information and Library Management (IDM) degree or similar;
- A number of years’ experience in the (inter)national library environment, working at a professional level;
- Familiar with the OCLC’s WMS cataloguing and Inter Library Loan system or willingness to follow courses;
- Experience with using bibliography management software, e.g. EndNote, refWorks, Mendeley;
- Proven ability to communicate in English (minimum IELTS 7.0 general training) and Dutch (NT II), both written and verbal;
- Skilled at researching, analysing and summarising information using Scopus, Clarivate Analytics and MS Office;
- Proven record of ability to work with an international and multi-cultural user community and capable of operating in a cross-functional team;
- Good interpersonal and communications skills;
- Accuracy and attention to detail;
- Client centred approach;
- Digital savvy.
**Terms of employment**
The employment contract is for max. 0.53 fte.

Scale 6 Collective Labour Agreement for Dutch Universities (VSNU).

IHE Delft offers an attractive, multiple choice employee benefits scheme, year-end bonus and generous pension scheme. The appointment implies entry into the Netherlands' Civil Service Pension Fund (ABP). We also offer 31 days' leave based on a 38 hours working week.

In principle, the selected candidate will be appointed for an initial fixed-term employment contract of one year with the possibility of a further fixed term contract for up to one year thereafter. The above mentioned contract duration may differ in case of internal staff in comparison to external candidates.

**Information and application**
Additional information can be obtained from Mrs Patricia Darvis, Librarian, +31 15 215 1714 or p.darvis@un-ihe.org.

Applicants are asked to submit their CV and motivation letter before 17 May 2020 (closing date) to IHE Delft, attn. Human Resource Management (Email: recruitment@un-ihe.org), stating vacancy-number 20-LIT-01.