Position Title	Librarian (Central Library)
Department	Administration / Central Library
Reporting Relationship	Registrar

Position Description

The Librarian is responsible for the overall management, digital modernization, upkeep, and accreditation readiness of the University's Central Library. The role carries operational accountability for print and electronic collections, Library Management Systems (LMS), HEC Digital Library access, facility presentation and student decorum, inventory audits, and regulatory compliance across all academic faculties.

Required Qualification, Experience, and Skills

- **Qualification:** Master of Library & Information Sciences (**MLIS / MLISc**) or **BS (4-Year)** in Library & Information Sciences (16 years of education) from an HEC-recognized University/DAI. *(MS / M.Phil in LIS will be preferred.)*
- **Minimum Experience:** At least **five (05) years** of post-qualification experience in an **HEC-recognized University or Degree Awarding Institute (DAI)**, with proven experience managing a central or multi-departmental academic library.

Required Job Competencies (Technical & Soft Skills)

S#	Competency	Criticality
1	Automated Library Management Systems (Koha / LIMS) & Digital Repositories	High
2	Multi-Council Accreditation & Inspection Compliance (HEC, PEC, NCEAC, PCP, PNMC, NBEAC, PCATP, AHPC)	High
3	Digital Record-Keeping & Reporting (Google Workspace / Shared Google Sheets)	High
4	Floor Supervision, Decorum & Facility Upkeep Management	High
5	Communication, Interpersonal & Academic Support Skills	High

Duties and Responsibilities

1. Library Operations, Digital Systems & Collection Management (60%)

- Select, acquire, classify, catalog, and shelve physical and digital academic resources (books, reference volumes, print journals, theses, and e-resources) in accordance with standard classification schemes (DDC/LC).
- Administer and maintain the automated **Library Management System (Koha / LIMS)** and institutional repository (**DSpace**), ensuring accurate barcode/RFID tagging and real-time catalog availability.
- Facilitate faculty and student access to the **HEC Digital Library**, online databases, and research literature searches.
- Manage library memberships, circulation (issuance, renewals, returns), overdue notices, fine recoveries, and student/staff clearance certificates.
- Maintain a live digital **Google Sheet** tracking library assets, book acquisitions, damaged/missing items, and circulation statistics—shared with the **Registrar and Director Finance** for continuous transparency and annual audits.

2. Multi-Council Accreditation & Departmental Coordination (20%)

- Liaise proactively with Deans and Heads of Department across Engineering, Computing, Management, Allied Health Sciences, Pharmacy, and Nursing to forecast book, journal, and e-resource requirements each semester.
- Prepare and maintain up-to-date accession registers, journal subscription logs, seating/area records, and compliance files required for inspections by **HEC, PEC, NCEAC, Pharmacy Council of Pakistan (PCP), Pakistan Nursing & Midwifery Council (PNMC), PCATP, NBEAC, and Allied Health Professionals Council (AHPC)**.

3. Facility Upkeep, Decorum & Student Experience (20%)

- Exercise visible floor supervision to enforce library rules, silent study zones, student discipline, and professional decorum in coordination with the Office of Student Affairs (OSA) and University Proctors.
- Conduct daily walkthroughs to ensure high standards of cleanliness, lighting, HVAC, seating arrangement, and IT/computer workstation functionality, escalating maintenance or housekeeping needs promptly to **Admin & Works** and the **IT Department**.
- Supervise library support staff (assistant librarians, library attendants) and organize periodic orientation sessions for newly admitted students and faculty.
- Perform any other library-related duties assigned by the **Registrar** or Competent Authority.