



مدرسة الخور الدولية
AL KHOR INTERNATIONAL SCHOOL



Librarian (Arabic speaker, local hire only)

About us

Al Khor International School is one of the largest international schools in the Middle East with more than 4,000 students. We are owned by RasGas and Qatargas, the world's two largest producers of liquefied natural gas. The school has exceptional facilities and is located in Al Khor Community, 40 minutes north of Qatar's capital city Doha.

What we are looking for

We are looking for a dedicated and customer focused individual to join the library services at AKIS, who can work independently and as part of a team. The ideal candidate will be a motivated and highly organised individual.

Applicants must be ICT literate and have an interest in reading. Applicants should be fluent in both Arabic and English.

Some of the tasks of the librarian position include:

- handling the collection and management of the library
- allocation of length of loans in order to ensure that all materials are accounted for and are returned on time
- ensuring users return books on time and send reminders to defaulters
- creating, updating and managing information resources
- classifying and cataloguing new library materials
- shelving library materials in order to ensure that they are well-organised
- holding information literacy sessions with students.

This is a great opportunity to join an international school that is building on its already successful results and reputation, and is committed to becoming an outstanding school and centre of excellence in the region.

To apply, please send a completed application form, cover letter and CV to: recruitment@akis.sch.qa.

To view all our current vacancies, please visit our website: www.akis.sch.qa.

The deadline for receipt of applications is **18 March 2017**.

Only shortlisted candidates will be contacted.