The Legislative Council Secretariat ("the Secretariat") is looking for high calibre individuals for appointment as Librarian. Under the supervision of The Legislative Council Commission, the Secretariat's mission is to provide efficient and professional secretariat, research and administrative support for the Legislative Council ("LegCo"), enhance community understanding of the activities of LegCo and ensure an effective avenue for redressing grievances of members of the public.

**Main duties**

The main duties of a Librarian include:

(a) providing information and reference services;
(b) selecting and acquiring printed and electronic resources for the LegCo Library;
(c) cataloguing and classifying library materials;
(d) administering an integrated library system;
(e) conducting workshops and promoting the use of library resources;
(f) supervising a team of supporting staff; and
(g) applying new technologies in library services.

**Entry requirements**

Candidates should:

(a) have a recognized university degree or a postgraduate degree in Library Science, Library and Information Science, Library and Information Management, Library and Information Studies, or equivalent;
(b) have at least six years' post-qualification work experience in library service, preferably in the provision of cataloguing and/or system administration of the Next Generation Integrated Library System, INNOPAC, Sierra, Ex Libris, or other integrated library systems, as well as Internet and web applications. Applicants with less than six years' relevant experience may also be considered and, if appointed, will be offered an appropriate salary point below the minimum point of the salary scale;
(c) possess good knowledge of LC Classification, and preferably knowledge of
LCSH, AACRII, RDA and USMARC, or equivalent;
(d) have excellent command of written and spoken Chinese and English languages; and
(e) possess strong communication, interpersonal and supervisory skills.

Preference will be given to those who have general knowledge of all modules of an integrated library system, and hands-on experience in library system migration. Working knowledge of current cataloguing principles and standards, and experience with metadata application is an advantage.

The Secretariat may devise further criteria to shortlist applicants. Shortlisted applicants may be required to attend a written test.

Remuneration

The starting salary is $55,705 per month, increasing by five annual increments to $70,090 (to be adjusted to $58,635 and $73,775 respectively subject to approval by LegCo). There is also a monthly cash allowance for the rank of Librarian (the current rate is $1,155 per month). The successful candidate will be appointed on three-year agreement terms subject to renewal upon satisfactory completion of service, at which the appointee will be eligible for an end-of-agreement gratuity. The gratuity, when added to the employer's contribution to a Mandatory Provident Fund Scheme, is equal to 15% of the total basic salary drawn during the agreement period. Fringe benefits include paid leave as well as medical and dental benefits.

Application

Applications should be sent directly to Human Resources Office, Legislative Council Secretariat, Legislative Council Complex, 1 Legislative Council Road, Central, Hong Kong on or before 23 December 2019. Note The position applied for should be indicated on the envelope, and an email address should also be provided in your application. Shortlisted applicants will be notified by email or by phone. All personal data provided will be treated in strict confidence. Applicants not invited for interview or written test within eight weeks from the closing date may assume their applications unsuccessful.

(A standard application form may be downloaded from the Legislative Council Website (http://www.legco.gov.hk))

As an Equal Opportunities Employer, The Legislative Council Commission is committed to ensuring that there is no discrimination in employment with the Legislative Council Secretariat. The post advertised is open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital
status, pregnancy, age, family status, sexual orientation and race. For more information on our policy on employment of persons with disabilities, please visit the Legislative Council Website.

Note Please note that the Secretariat has not authorized any employment agencies or third-party organizations to receive applications on behalf of the Secretariat.