Post Number: **DFC RLH 0230**

Location: **NATO Defense College, Rome, Italy**

Division: **Academic Planning & Policy Division**

Title: **Head of LKC**

Grade: **A-3**

1. Description of duties

The Head of LKC (HLKC) reports directly to Director of Academic Planning & Policy Division (DAPP) and is responsible for:

❖ Managing and co-ordinating the activities and services of the LKC by:
   - Delivering and providing services to meet the particular requirements of designated academic units, in line with the strategic priorities of the College.
   - Managing the internal organisation of the LKC in the delivery of these services.
   - Identifying strategic objectives taking into consideration the LKC needs and means.
   - Looking for opportunities to apply new and evolving ideas, methods, design, and technologies.
   - Assigning project-related tasks to LKC staff, including delegation of tasks as appropriate.
❖ Managing the Library / Knowledge management system by:
   - Monitoring the good functioning of the system, taking corrective measures in liaison with Information Systems Branch.
   - Regularly controlling data integrity and consistency.
   - Diagnosing and responding to training needs of the LKC staff.
❖ Managing the funds allocated to the LKC for the acquisition of resources and reference material by:
   - Liaising with the Budget and Finance Branch, providing budget estimates for LKC acquisitions and keeping track of the procurement processes.
   - Annually reviewing the current selection of the on-line databases and the subscribed journals in printed and electronic format.
   - Planning the annual budget requirements.

- ❖ As the accounting officer of the NATO-property items:
  - Reports to the Budget and Finance Branch for the preservation of these items.
  - Conducts annual inventory for audit purposes.
  - Dispose of the material no longer required, in compliance with NATO regulations.
- ❖ Managing LKC literacy and awareness programmes by:
  - Providing briefings to newcomers at the College.
  - Organizing *ad hoc* visits for College's guests
  - Designing and administering the contents of the LKC intranet and internet.
- ❖ Managing an ongoing programme of customer's satisfaction survey.
- ❖ Being a member of the LKC committee.
- ❖ Liaising with libraries of institutions with similar academic interests, with a view to enhancing professional contacts, and to developing interlibrary services.
- ❖ Representing the LKC at meetings.

2.   Essential qualifications

a. Professional/experience:
- Experience in managing a library or a body of similar nature.
- Experience in management, implementation and maintenance of library / knowledge management automated systems.
- Good knowledge of Microsoft Office Application suite and Internet use.

b. Education/training:
- university level education in information and library science.
- Educational background in international relations / political science possibly attested by a diploma.
- Research-oriented activities performed in the field of library & information science / knowledge management with published results.

c. Security clearance: NATO Secret

d. Language: English SLP 4444 and French SLP 3333 (STANAG 6001, 3rd edition).

e. Standard Automated Data Processing (ADP) knowledge
- Word processing: working knowledge
- Spreadsheet: working knowledge
- Graphics presentation: working knowledge
- Database: basic knowledge

3.   Desirable qualifications

a.   Professional/experience:
- Knowledge of NATO and other international organisations.

- Familiarity with the literature on current military defence and security matters, as well as economics, social sciences and international relations.

   b.   Education/training: post-graduate training in a military or politico-military institution.

   c.   Language: fair working knowledge of Italian.

4.   Personal attributes

- The incumbent will be required to work under limited supervision, while ensuring transparency and visibility on the activities of the LKC.
- The incumbent must be reliable and trustworthy.
- The incumbent must be flexible in response to changing requirements and be able to work several issues simultaneously.
- Must have good communications skills to work harmoniously in an international environment.
- The incumbent must show professional wisdom in preserving the assets of a traditional academic LKC while planning and incorporating new technologies in technical services functions
- Being part of a team of 4 people, the incumbent will demonstrate his/her availability to share the collective responsibilities of a LKC.

5.   Managerial responsibilities

- Supervises three staff members.
- Acts as the fund manager of the LKC.

6.   Professional contacts

- Coordination and cooperation with other branches/divisions of the College.
- Liaison with NATO offices with similar activities and related interests.
- Liaison with libraries from other academic institutions.
- Participation to seminars and conferences on librarianship.

7.   Contribution to the objectives

- The incumbent strives to meet the quality standards expected by the College and contributes to the objective of making the LKC a strong academic support to the Faculty and the course members.
- The incumbent also strives to make the LKC an outstanding asset the College can rely on, particularly when developing contact with other academic institutions.

8.   Work Environment: Normal working environment.

9.   Contract

Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a two year initial contract which may be followed by a further contract.

10. **Deadline for applications: FRIDAY, 28 SEPTEMBER 2012 (1700hrs Rome local time).**

Applications from qualified candidates, indicating the job title and staff vacancy number, MUST be submitted using the official NDC application form available at www.ndc.nato.int/download/forms/applicationformndc.doc

Application form and supporting documents must be compressed in one single Zip file (file such as .rar or 7z will be rejected) named with the applicant's surname only (e.g. smith.zip) and sent via email to: Recruitment@ndc.nato.int

Applications submitted after the date limit may be considered provided they arrive in time for the candidates to be considered for the interview.

Applications from NATO redundant staff members of the same grade will be considered according to the terms of art. 57.2, Chapter XII to NATO Civilian Personnel Regulations.

For further information please contact the Human Resources Manager by mail: Recruitment@ndc.nato.int or by telephone: +39 06 50 525 304.

Please note that we accept applications electronically without a photograph and without a signature at this stage in the process.

Please note that we can only accept applications from nationals of NATO member countries.

Applications from candidates who do not meet the essential qualifications will not be taken into consideration and will receive no reply.