

Royal University of Bhutan
Jigme Namgyel Engineering College
Position Profile

1. JOB IDENTIFICATION:

- 1.1 Position Title: Library Assistant
- 1.2 Position Level: 13
- 1.3 Occupational Group: Administrative and Technical Staff
- 1.4 College/OVC: Jigme Namgyel Engineering College
- 1.5 Slots: 01
- 1.6 Employment Type: regular

2. MAIN PURPOSE OF THE POSITION

The Library Assistant will support the effective functioning, organization, and service delivery of the Jigme Namgyel Engineering College Library. The position ensures efficient library operations, timely access to information resources, and quality service to students, faculty, and staff.

3. GENERAL ROLES AND RESPONSIBILITIES

The Library Assistant shall perform, but not be limited to, the following duties:

3.1 Library Services & User Support

- Assist users in locating books, journals, reference materials, and digital resources.
- Provide front-desk services including issuing, returning, and renewing library materials.
- Guide students and staff in basic library usage and referencing practices.

4. SPECIFIC ROLES AND RESPONSIBILITIES

4.1 Library Operations & Resource Management

- 4.2 Maintain proper shelving, classification, and arrangement of library collections.
- 4.3 Support cataloging and data entry of new library materials.
- 4.4 Assist in stock verification, updating inventory, and reporting missing/damaged items.
- 4.5 Maintain circulation records, daily footfall, and usage statistics.
- 4.6 Assist in preparing reports, notices, and information updates for library services.
- 4.7 Coordinate with academic departments for library-related needs and events.
- 4.8 Support library orientation programs and awareness sessions.

5. KNOWLEDGE,SKILLS AND ABLITIES (KSA) REQUIREMENTS

5.1 Education: Class 12 pass

5.2 Experience: Preferences will be given to those with relevant work experience while shortlisting.

Skilled in carrying out routine works efficiently and effectively and can use appropriate tools including ICT

Good communication skills in written as well as spoken at least in Dzongkha and English

5.3 Knowledge skills and abilities:

Knowledge of rules and regulations pertaining to the area of work

Ability to organize information and maintain up-to-date information for administrative and management purposes

Ability to be courteous and able to handle matters in short notice**4. Knowledge, Skills, and Competencies**

- Basic knowledge of library operations and services.
- Ability to use computer applications (MS Office, email, basic data entry).
- Good communication and interpersonal skills.
- Ability to handle multiple tasks and assist users efficiently.
- Familiarity with digital learning resources (preferred).
- Strong sense of responsibility, punctuality, and integrity.