



CAREER OPENINGS ASSISTANT LIBRARIAN

The Indus Valley School of Art and Architecture is a premier, degree-awarding institution in Karachi, Pakistan that provides education in art, design and architecture. IVS invites applications from eligible candidates facilitate all day-to-day tasks in order to optimize the use of time and resources and ensure smooth running of the Department.

Key Responsibilities:

- Assist patrons with locating, borrowing, and returning library materials.
- Manage book circulation, including check-in and check-out processes.
- Organize, shelve, and maintain library collections according to classification systems.
- Provide research and reference assistance to students and faculty.
- Assist in cataloging new books and updating the library database.
- Maintain library records and process overdue fines.
- Support the organization of library events, workshops, and programs.
- Ensure a quiet and productive environment within the library premises.
- Handle basic troubleshooting of library equipment, including printers and computers.
- Assist in daily administrative tasks and reports as assigned by the Head Librarian.

Qualifications:

Candidates are expected to at least have a Bachelor's degree in Library Science (BLIS).

Experience:

Minimum Fresh to 1 year of experience in a similar Library capacity.

Skills:

- Ability to work independently and collaboratively in a team environment.
- Excellent organizational and multitasking abilities.
- Basic proficiency in Microsoft Office and digital library tools.
- Knowledge of library management systems and databases.

Applications can be submitted electronically at hr@ivs.edu.pk with the position mentioned in the subject line by **Thursday, 17th July 2025**. Only shortlisted candidates will be invited for interviews.