

Perdana Leadership Foundation (PLF) is an independent non-profit, non-governmental organisation committed to archiving, researching and disseminating materials by and on Malaysia's past Prime Ministers (Tunku Abdul Rahman, Tun Hussein Onn, Tun Abdul Razak and Tun Dr Mahathir Mohamad). Funded by private sector contributions, we are a research and learning centre dedicated to the leadership of the country's past premiers. Apart from the Perdana Library, which has more than a million pages of digitised materials, the Foundation also awards research grants to deserving scholars for studies into the leadership history of Malaysia, and organizes events and forums such as the Perdana Discourse Series. Our website is at www.perdana.org.my.

Librarian

(Kuala Lumpur - Putrajaya)

Responsibilities:

- The Librarian will be mainly responsible for:
- Information content design, organisation and development
- Usage of information contents and its relevancy to the business
- Effective information content and databases
- Effective information architecture that will facilitate access, and provide prompt and accurate information retrieval
- Digitisation and Indexing of materials (including supervision of volunteers)
- Circulation and loans transactions
- Website content updates and maintenance

Requirements:

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma or Professional Degree in Library Management or equivalent.
- Required skill(s): Indexing, Cataloguing, Research.
- Preferred skill(s): Metadata, Search Engines, Communications.
- Required language(s): Bahasa Malaysia, English
- At least 1 year(s) of working experience in the related field is required for this position.
- Applicants must be willing to work in Putrajaya.
- Applicants should be Malaysian citizens or hold relevant residence status.
- Preferably Junior Executives specializing in Library Management / Library Science / Information Management or equivalent.
- Full-Time positions available.

Perdana Leadership Foundation

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