



The Malaysian Centre for Constitutionalism and Human Rights

1. Position Information

Job Title	:	Librarian
Start date	:	As soon as possible
Duration	:	1 year with the possibility of extension
Employment type	:	Part-time
Duty station	:	Pusat Rakyat LoyarBurok, Bangsar, Kuala Lumpur
Supervisor	:	Project Manager
Gross Salary	:	RM1000/month
Deadline for application	:	7 December 2012

2. Organisation context

The Malaysian Centre for Constitutionalism and Human Rights (MCCHR) a.k.a Pusat Rakyat LoyarBurok is a community-based organisation based in Bangsar, Kuala Lumpur. Established in March 2011, its mission is to promote and protect human rights in Malaysia in accordance with established international human rights principles, treaties and law.

The MCCHR carries out a number of projects - under its strategic litigation component, it has filed a number of test cases/appeals against Court decisions to effect public interest policies and legal changes in the areas of gender equality, freedom of expression, freedom of religion and preventive detention laws. It has also implemented the first-of-its-kind voter/citizen education project called UndiMsia! (undimsia.com). In addition, it runs a popular blog (loyarburok.com) to encourage and promote free flow of information on various human rights issues.

The MCCHR is looking for a Librarian to establish and manage its Resource Centre.

3. Objectives/Key Activities and Deliverables

Objective: Provide support and assistance in various aspects of setting up, equipping and management of the Resource Centre on voter/citizen education.

Responsibilities: Under the guidance and direct supervision of the Project Manager, the Librarian performs the following responsibilities:

- Responsible for the day-to-day management of the Resource Centre;
- Gather and procure information, materials, equipment, and services to meet the needs of the Resource Centre users;
- In consultation with the Project Manager, develop a collection policy and an effective ordering system for new materials, including maintaining a database of suppliers, services, users, links networks with other resource centres and users;
- Assist the Project Manager to develop and implement the Resource Centre guidelines and procedures;

- Process materials, including entering new materials into the register and classifying and cataloguing materials;
- Maintain and update the catalogue of books, materials and resources available at the Resource Centre;
- Promote the services of the Resource Centre and inform users and interested organisations/individuals about the services and materials available at the Resource Centre;
- Ensure that the Resource Centre is user-friendly and accessible, including assisting users to identify materials;
- Assist the Project Manager in developing activities and reinforce links and networks with other resource centres and users, in which users and networks can share ideas and the role of the Resource Centre;
- Assist the Project Manager in producing regular statistical reports on the functioning and use of the Resource Centre;
- Undertake other relevant tasks related to the Resource Centre.

4. Competencies

- Good administrative skills;
- Good computer skills;
- Able to communicate and work well with users;
- Excellent interpersonal and communication skills;
- Ability to inspire and work with youths from diverse cultural and social backgrounds;
- Demonstrated ability to work independently with minimum supervision but at the same time commitment to team building;
- Demonstrates commitment to the MCCHR's mission, vision and values;
- Displays cultural, gender, religion, ethnicity, age, sexual orientation, disabilities sensitivity and adaptability.

5. Qualifications

Education:	A minimum of SPM qualification. A degree in Library and Information Management is a huge advantage.
Experience:	Previous experience in administrative, librarian tasks or related work is desirable. Knowledge of MicroSoft Office.
Language requirements:	Fluency in both oral and written Bahasa Melayu and English is essential.

Submission Guideline You are kindly requested to submit a cover letter and curriculum vitae to limkaea@loyarburok.com before **7 December 2012**. Please indicate the title of the post in your cover letter and email subject line.

Only candidates who meet the qualifications and requirements for the mentioned position will be called for an interview.