BACKUP & RECOVERY OFFICER

About Noolaham Foundation

Noolaham Foundation (NF) is a legally registered (GA 2390), non-profit, non-partisan, secular entity, founded to provide enhanced access to information sources and foster knowledge-based development in Sri Lanka. Noolaham Digital Library (noolaham.org) and Noolaham Multimedia Archive (aavanaham.org) maintained by the Noolaham Foundation serve as Learning Centres incorporating local knowledge. The digital library and archive function as a repository for various community institutions and fulfill the information needs of students, researchers, historians, activists and the public.

Job Descriptions

Job Title	Backup & Recovery Officer
Reports to	Digital Preservation & Processing Manager
Profile of Institution	Noolaham Foundation, Sri Lanka
Base Location	Jaffna, Sri Lanka
Type	Full Time / Salaried (Based on Job Grid of NF)
Period of Assignment	One year (Probationary period - Three months, and the possibility of extension based on performance and organizational needs)
Date of Duty Assignment	Immediate

Job Summary

Noolaham Foundation (NF) is a Non-Governmental Organization based in Sri Lanka of which the major objective is archiving the documents produced by the Tamil speaking community of Sri Lanka. Noolaham Foundation (NF) is a non-profit organization and mainly depends on donations and receives most of the funding as in-kind donations. NF implements multi-phased programs and projects by leading cross-functional project teams and volunteer forces.

Backup & Recovery Officer is mainly responsible for ensuring that quality digital objects are created and a necessary number of backups are taken and sent as per the Digital Preservation policy. Collaborate closely with the Digital Preservation team, Metadata team, Digital Library team and the Technology team to implement best practices in digital preservation.

Key Responsibilities

- Ensure the Backup quality according to the Noolaham's standard
- Maintenance of Server backups
- Maintain the backup process on regular basis

Required Qualifications

- Degree in Computer Science or related field
- Diploma in Library Science is an added advantage
- 3 years Experience with digital preservation (particularly related to digital collections in libraries, museums, archives or special collections) is essential.
- Excellent written and verbal communication skills
- Good interpersonal skills
- Ability to work collaboratively and as part of a team