

## DIGITAL PRESERVATION 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 Description

Job Title	Digital Preservation Officer -
Reports to	Digital Preservation Sector Lead
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 of three months, and possibility of extension based on performance and organizational needs)
Date of Duty Assignment	Immediate

### Key Responsibilities

- Adherence and implementation of policy for Digital Preservation of Noolaham Foundation.
- Post the documents for digitization to the appropriate Google Sheets
- Secure storage of archived documents in their proper locations
- Digitization
- Properly protect and retain digitized documents
- Correctly make and confirm the corrections mentioned by the Digital Librarian.
- Preparation of project reports related to the work to be done
- The digital library officer will check it and record the corresponding Noolaham number in the appropriate place. After this the relevant documents should be digitized and then it should be binding properly.
- Then hand over and confirm the return document with a letter of thanks to the person who recorded the return date in the Google Sheet where it was originally recorded and if the document is gifted to the library organization, store it in the appropriate place.

**Qualifications for Digital Preservation Officer**

- Passed the GCE Advanced Level
- Basic computer knowledge (word, excel)
- Obtaining a Diploma in Library Science
- Previous experience with digitization
- Basic Metadata Skills