DIGITAL PRESERVATION & PROCESSING MANAGER

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 & Processing Manager
Grade	C3
Reports To	Chief Executive Officer
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

The key responsibility of the Digital Preservation & Processing Manager is to manage the Digital Preservation sector along with processes of Digital Preservation and Backup & Recovery, and ensuring Noolaham's and Aavanaham's backup' quality and that they are managed in accordance with the regulations. She/he works collaboratively with the Programme and Project Unit, the Digital library Team, Tech Infrastructure and Development and Multimedia team.

Key Responsibilities

- Managing Digital preservation & Backup & Recovery teams
- Make sure that the backup process going smoothly and documents are digitize according to Noolaham Foundation Standard
- Develop and implement policies and procedures for the digital preservation
- Submit Annual, Monthly, and Weekly Plans
- Perform quality control checks on all digital resources
- Train new staff
- Ensure both the quantity and quality of work is completed, monitor and consult with staff, handle the staff's monthly performance, and prepare reports.

Competencies and Skills

Technical skills: Digital Preservation & Processing Manager need technical skills to manage digital information and digital resources. They need to understand how to use and troubleshoot computer systems, software and hardware. They also need to understand how to manage digital files and digital storage.

Communication skills: Digital Preservation & Processing Manager communicates with patrons and other staff members on a regular basis. They use verbal and written communication skills to explain technical information to patrons and to answer questions from other staff members. They also use communication skills to create and send emails, make phone calls and write reports.

Problem-solving skills: Digital Preservation & Processing Managers often use their problem-solving skills to troubleshoot technical issues and resolve other challenges that arise in the workplace. They may also use their problem-solving skills to develop new processes or procedures to improve the efficiency of their team or the library as a whole.

Organization skills: As a Digital Preservation & Processing Manager , you may be responsible for maintaining digital files and records. This requires organizational skills to ensure the files are properly sorted and stored. Organization skills can also help you keep track of digital files and records, ensuring they are properly stored and backed up.

Research skills: As a Digital Preservation & Processing Manager , you may be responsible for researching topics for blog posts, social media posts or other digital content. Your research skills can help you find the information you need to create engaging content for your audience.

Essential Qualifications

- Degree in Library Science or related field with Three years experience with digital preservation **OR** Diploma in Library Science with 6 years experience .

- Computer typing skills in Word and Excel in both Tamil & English

- Good planning, organizing and coordinating skills

- Good interpersonal skills

- Ability to work collaboratively and as part of a team

- Strong understanding of metadata standards and schemas

- Experience developing and managing workflows for digital curation

- Commitment to Noolaham Foundation policy of equal opportunity and the ability to work harmoniously with colleagues of all cultures and backgrounds.

- Excellent writing, communication in both Tamil & English language