



DIGITAL LIBRARY & ARCHIVE 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 Library & Archive 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 Library & Archive Manager is to manage the Digital Library & Archive, managing the processes of digital library & archive along with physical repository management, rights management, research archive & user and reference service, and ensuring Noolaham's and Aavanaham's websites' quality and that they are managed in accordance with the regulations. She/he works collaboratively with the Programme and Project Unit, the Digital Team, Digital Preservation Sector, the Tech Infrastructure and Development, Multimedia and the Communication and Public Relations Sector Lead.

Key Responsibilities

- Oversee the staff in the digital library, such as the physical repository & online resources officer, digital library metadata officers
- Respond to user questions in a timely and professional manner, providing expert research assistance and instruction when needed
- Manage all aspects of the digital library's operations
- Submit Annual, Monthly, and Weekly Plans
- Stay up-to-date on current and emerging technologies, trends, and issues related to digital libraries
- Develop and implement policies and procedures for the digital library
- Organize and manage digital collections
- Train new staff and users on the use of digital library resources and technologies
- Assume responsibility for proper management, and oversee and verify all work associated with it.
- 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

- **Leadership:** Excellent team and organizational leadership skills working with senior management / board of directors to individual contributors; extensive experience communication and information management system; ability to provide leadership and direction to project teams on required fields to ensure successful production of required document; consummate team player with a positive, flexible and creative approach
- **Campaigning:** Ability to market the objective of NF and its project portfolio and taking leadership in NF related events and campaigns and support the team with innovative ideas and input
- **Analytical:** Ability to synthesize complex or diverse data and information; analyze, and develop strategies and action plans to ensure efficient product for NF.
- **Problem solving:** Ability to quickly identify gaps/ matters/ issues in communication and information sharing arena and resolve problems through proper channel and coordination with management.
- **Technical expertise:** Must have strong technical background in web-based software applications, publication, printing, public relations, donor relationship, proofreading, editing, and other technical requirements to perform the assignment.
- **Oral and written communication:** Must speak clearly and persuasively in positive or negative situations; must write clearly and effectively at a high level; excellent ability to communicate program vision and collaboratively align diverse organizations; must have strong presentation and group facilitation skills
- **Quality management:** looks for ways to improve and promote quality and demonstrates accuracy and thoroughness

Essential Qualifications

- Degree in Library Science or related field with Three years experience on digital library
OR Diploma in library science with 6 years experience
- Strong understanding of metadata standards
- Experience developing and managing workflows for digital curation
- 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
- 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.