Sat Sep 20, 2014

Head, Digital Library Repository

Qatar Foundation - September 14, 2014

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Job Description

Brief Description

This position works with Associate Director for Library IT to develop long term strategic goals and objectives of the Qatar National Library's digital library Repository project. The incumbent is responsible for leading library digital Repository team to provide support and maintain digital repositories that support the library digital initiatives and the goal of the library of becoming a library of the digital age.

Detailed Description

Ø Participating in setting plans and objectives of the QNL's IT Department and accordingly setting the department's plans and objectives to ensure outstanding performance and

Ø Manages the web development team responsible for developing digital library database for open access , development and maintenance of portal

Ø Work closely with the Library Technology Specialist to define data structures ingested in the Digital Repository.

Ø QNL Head of Digital Repository work closely with Library Technology Specialist in Installation, Configuration, Troubleshooting and Maintenance of all Digital Library/Repository components

Ø Develops solutions related to information retrieval systems and search engines, especially systems related to Arabic language.

Ø Developing policies and procedures to manage the library's digital library.

Ø Introduce Agile processes to the system engineering and the project.

Ø Work with Associate Director Library IT to Gather and analyse information relevant to

further development, refining, and maintenance of the IT strategy.

Ø Developing and implementing policies and procedures to ensure that projects are delivered on time with a high degree of quality.

Ø Ensure full technical and non-technical documents are created in an user-friendly manner and tested by other team members and approved by AD for LIT

Ø Providing leadership and mentoring to staff including development of training and development plans.

Ø Ensure timely delivery of All QNL projects as per agreements with QNL partners
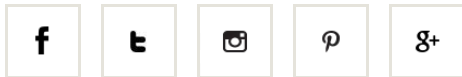
Ø Develop quick proof of concepts

Ø Keep abreast of developments, trends and issues in areas of responsibility

Ø Participate in team work and committees as needed

Ø Perform miscellaneous duties and conduct special projects as assigned

Ø Familiarize, understand and implement QF health, safety, and environment policy, procedures, legal regulations and objectives applicable to areas of responsibility.