

**Republican State Enterprise «National academic library of the Republic of
Kazakhstan in Nur-Sultan city»**

Demands for candidate upon entering employment to the position of librarian

Librarian

Have to know:

Constitution;

Labour code;

Laws of the Republic of Kazakhstan «About culture», «About corruption control», «About copyright and related rights»;

Tables of library and bibliographic classifications, readers, acquisition, accounting, describing of organization of storage of book funds and Materials Catalogue Maintenance, forms and methods of massive and individual work with readers, demonstrative propaganda of printed editions, work experience of national and foreign libraries;

Theory and practice of the librarianship, bibliographic and informatics, works by describing of printed editions, files maintenance, composing of bibliographic materials;

Work experience of national and foreign libraries in area of informational technologies.

Demands to the qualifications:

expert of the highest level of qualification:

1) high category: higher (or postgraduate) education by speciality and work experience by speciality in position of expert of the highest level of qualification of I category at least 3 years;

2) I category: higher (or postgraduate) education by speciality and work experience by speciality in position of expert of the highest level of qualification of II category at least 2 years;

3) II category: higher (or postgraduate) education by speciality and work experience by speciality in position of expert of the highest level of qualification without category at least 2 years;

4) without category: higher (or postgraduate) education by speciality without demands to work experience.

Additional abilities:

- possessing by office programs (EXCEL, POWER POINT, WORD, Outlook);
- identification and drafting of texts FineReader, Acrobatreader
- possessing by the English (level Pre-INTERMEDIA);
- to have additional certificates by passing of trainings and seminars in the sphere of psychology, team building, personal growth (during the 3 last years) , library management and marketing.