



Government of Vanuatu
CENTRAL SCHOOL
PMB 9016, Port Vila, Vanuatu
Telephone: 23122 Email: admin@centralschool.edu.vu

CENTRAL SCHOOL VACANCY

Central School is seeking to recruit for the below position:

Librarian

Under the direction of the School Principal, perform school librarian duties for Primary and Junior Secondary Students.

1. Consult with School Principal to determine the goals and objectives of the library program and to establish principles of operation.
2. Plan, schedule, coordinate, oversee, and provide library services independently in accordance with a variety of programs and requirements.
3. Maintain an adequate system of records on all library/media materials.
4. Assist students and teachers in locating and selecting desired or needed books, materials, or technology support.
5. Provide a print rich environment supported by technological opportunities for learning.
6. Oversee the selection, organization, and distribution of materials and equipment.
7. Assist teachers in the evaluation, selection, and use of materials; collaborate with teachers to instruct in information literacy.

Experience and Skills Criteria:

- Minimum Year 12 completion required
- Librarian experience desirable but not essential
- Experienced user of MS Excel and MS word
- Must have excellent written/spoken English
- Enthusiastic, honest and reliable

Applicants must describe in a letter how they meet the *Experience and Skills Criteria* and include a Curriculum Vitae and contact details of two Referees including their position, location and contact information.

Applications should be addressed c/o The Principal, Central School and may be submitted in person at the School Admin Office or by email to admin@centralschool.edu.vu. For further inquiries contact the office on 23122.

Application Deadline: 5 January 2024