

**The Orient-Institut Beirut is seeking a part-time employee in the library (20 hours) from 1<sup>st</sup> of November 2008 until 28th of February 2008**

*Readiness to work paid overtime is expected. The contract is possibly renewable. Social benefits will be provided according to the Lebanese law.*

**Duties and responsibilities:** Cataloguing of monographs in Arabic and European languages; corrections of catalogue entries; support works on book orders within the catalogue system; labeling books and journals; organization of the bookbinding; revision works; maintenance of duplication list; assisting works for library use.

**Requirements:** Experience in library work as mentioned above; very good written and oral skills in Arabic and English; proficiency in Windows (Data Access, Excel, Word etc.) and online research.

**Desirable:** Ability to work productively in a team; friendly and open-minded personality; good written and oral skills in German and French; preferably experience with the German catalogue system PICA.

Kindly send applications containing CV, references and letters of recommendation to

Dr. Marcel Behrens  
Orient-Institut Beirut  
Rue Hussein Beyhum  
Zokak el-Blat  
P.O.B. 11-2988 11072120 Riad El Solh  
Beirut – Libanon

Closing date: 23<sup>rd</sup> of October 2008