

SITUATIONS VACANT



American Reference Center Librarian Assistant

(6 month contract with possible 6 month extension for a maximum period of 1 year)

The Embassy of the United States of America invites applications to fill a full-time, six month (renewable up to one year) temporary position assigned to the Public Affairs Office. The Information Reference Center Librarian's primary responsibilities include researching information, active promotion of outreach publication, maintenance of reference materials and attending to variety of research queries from both inside the Embassy and from the public.

The successful candidate will have a tertiary qualification and a professional library qualification. At least 2 years progressive experience in a reference and research environment, an extensive knowledge of major reference tools and services including the Internet, habits of thoroughness and accuracy; and a high degree of computer literacy.

Starting salary is approximately \$53,400. A copy of the position description for this role is available on www.usembassy.org.nz. To apply for this position, please forward correspondence to:

Human Resource Advisor

U.S Embassy

PO Box 1190

Wellington

or e-mail your CV to: Wellington.hr@state.gov

Applications close noon Friday, December 19, 2008