

## **Associate in the ICRC Library**

If you are a recent graduate interested in international law, humanitarianism, and history, if you are curious, meticulous, and agile in a digital environment, this position will interest you. The ICRC Library is looking for someone with a strong interest in documentation and a university or higher education institution degree to join its team for a one-year contract.

### **Context**

The ICRC Library holds unique collections on the International Committee of the Red Cross (ICRC), the International Red Cross and Red Crescent Movement, and international humanitarian law (IHL). Internally, it is a service available to all ICRC colleagues, to help them find, access, and search the literature they need for their work. The library also welcomes external researchers and practitioners interested in IHL and the ICRC's work throughout the years. Its online catalogue is the gateway to the most recent scholarship on the subject, documents of diplomatic and international conferences, all ICRC publications, and heritage collections documenting the early development of international humanitarian law and action.

### **Purpose**

Under the supervision of the ICRC librarians, the associate in the ICRC Library will support the library's mission and take part in collections management, reader services and outreach activities.

### **Main Responsibilities**

#### **Collections Management and Outreach**

- Describing and indexing documents in the library management system (Netbiblio)
- Preparing summaries, primers on library collections and bibliographies
- Helping promote the library's collections on social media
- Supporting the library team's digitization and outreach projects (such as the publication of a new research guide)

#### **Reader Services**

- Responding to research and interlibrary loan requests
- Welcoming and assisting patrons in the library (1-2 shifts at the reference desk per week, Monday - Friday)
- Training colleagues and researchers in the use of library tools and resources

### **Education and experience**

University or higher education institution (HES) degree

As per the ICRC rules for Traineeships, applicants should have **maximum** one-year of professional work experience (on a paid contract) or two years of internships/traineeships following their last degree.

## Profile and skills

- Excellent written and spoken English and French (minimum C1)
- Strong research and writing skills
- Tech-savvy, with a strong interest for online research and collections management tools
- Patron-oriented
- Strong organizational skills and attention to details

## Additional information

- Location: Geneva
- Type of contract: Traineeship - 12 months duration
- Starting date: 1st of April 2024
- Working rate: 100%
- Gross monthly salary: 3'840 CHF
- **Application deadline: 12.01.2024**

Interested candidates who meet the above criteria can apply [here](#) until 12.01.2024. Applications can be sent in either English or French.

We look forward to hearing about your interest in the role and what you can bring to the ICRC Library team.