



Australian Embassy,
Jakarta

OFFICE CIRCULAR

Distribution : All Staff

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Subject : IMMEDIATE VACANCY

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**VACANCY: BB 3 - Acquisitions Officer
BB 2 - Acquisitions Assistant**

Applications are invited for the above positions in National Library at the Australian Embassy, Jakarta. There are two possible positions to be filled in with the BB3 occupant required to undertake more complex work than a BB2 level officer. A single application will be sufficient for consideration against the position. A merit list will be drawn from the selection exercise.

2. The duties of the position and selection criteria are listed in the attached document. The successful applicant will meet the selection criteria as detailed in the attached. Applicants should ensure their application includes comments on how they meet each of the selection criteria and should be no longer than three (3) typed A4 pages. Applicants should also include a copy of their curriculum vitae (resume), and details of two referees who may be contacted if necessary. Applications which do not address the selection criteria will not be considered for interview.

3. A monthly salary of BB3 is IDR.7,337,638 and BB2 is 4,218,002 will be offered to the successful applicant dependent upon qualifications, relevant experience and demonstrated skill.

4. Applications should be directed to Ms Gaby Kusniadi, Training and Recruitment Officer at the following email address: jakartajobapplications@dfat.gov.au, with subject: BB3 Acquisitions Officer or BB2 Acquisitions Assistant before close of business 16.00 hours on Wednesday, 4 November 2009. Please note that no phone call inquiries will be taken and only short-listed applicants will be notified.

Ric Lavey
Minister Counsellor (Management)

	Date : 19 October 2009	Position No. 10768
AUSTRALIAN EMBASSY JAKARTA DUTY STATEMENT	Designation and Classification:	LES / BB3
	Local Designation:	Acquisitions Officer
Department	National Library	
Section	National Library	
Branch	Australian Embassy, Jakarta	
Continuing, Fixed Term or Part Time	Continuing	
Immediate Supervisor	Manager, National Library Office, Jakarta	
No. of subordinates	One	

Duty Number :

1. Manage ordering, invoicing and payments for new materials acquired, including preparation and maintenance of financial records.
2. Create preliminary bibliographic records for newly acquired materials and undertake full level cataloguing as required.
3. Liaise with book suppliers, publishers, NGO's and Indonesian Government departments and agencies to acquire publications and wanted items for the National Library's collections.
4. Manage all aspects of the NLA's serial acquisitions program, including staff training and supervision.
5. Supervise and manage all aspects of the despatch of consignments including staff training and supervision.

All duties are carried out with due regard to the requirements and expectations of the Service Level Agreement.

Duty representing highest function: 1 – 2



SELECTION CRITERIA

Local Designation : **Acquisitions Officer**

Classification/Grade : **BB 3**

Position number : **10768**

Section : **NLA**

Description :

Skills and knowledge

1. Understanding of current National Library collecting interests.
2. Understanding of library purchasing and acquisitions work.
3. Good knowledge of library cataloguing standards, particularly AACR2, LCSH and Dewey Decimal Classification.
4. High level of computer literacy, particularly spreadsheet and database applications.

Personal skills

5. Capacity to co-ordinate and monitor the work of subordinates.
6. Flexibility, initiative and the ability to work as a member of a team.
7. Capacity to solve problems and meet deadlines.
8. Good communication skills in Indonesian and English and the capacity to liaise with people at all levels.

Desirable:

9. Tertiary qualifications in librarianship or other qualifications appropriate to the duties stated.

AUSTRALIAN EMBASSY JAKARTA DUTY STATEMENT	Date : 19 October 2009	Position No. TBA
	Designation and Classification:	LES / BB2
	Local Designation:	Acquisitions Assistant
Department	National Library	
Section	National Library	
Branch	Australian Embassy, Jakarta	
Continuing, Fixed Term or Part Time	Continuing	
Immediate Supervisor	Acquisitions Officer, National Library Office, Jakarta	
No. of subordinates	N/A	

Duty Number :

1. Undertake all aspects of serial processing and control, including accessioning, claiming and serial cataloguing;
2. Renew serial and newspaper subscriptions and process payments as required;
3. Undertake all aspects of consignment preparation, including packing, documentation and dispatch to the National Library in Canberra (some lifting required);
4. Conduct visits to local publishers, government departments and agencies to collect materials as required;
5. Provide general assistance to the NLA Regional Office as required.

All duties are carried out with due regard to the requirements and expectations of the Service Level Agreement.

Duty representing highest function: 1 and 2



SELECTION CRITERIA

Local Designation : **Acquisitions Assistant**

Classification/Grade : **BB 2**

Position number : **TBA**

Section : **NLA**

Description :

Skills and knowledge

1. Understanding of library serials work will be an advantage
2. Basic knowledge of library cataloguing standards, particularly AACR2, LCSH and Dewey Decimal Classification.
3. High level of computer literacy, particularly spreadsheet and database applications.

Personal skills

4. Flexibility, initiative and the ability to work as a member of a team.
5. Capacity to work accurately and productively.
6. High level of written and oral Bahasa Indonesia and good English language skills.

Desirable:

7. Tertiary qualifications in librarianship or other qualifications appropriate to the duties stated.



AUSTRALIAN EMBASSY
JAKARTA

Addressing the Selection Criteria

- Outline your skills and abilities that relate to the criterion you are addressing.
 - Do not simply address the criterion by saying that you possess the required skills but highlight your skills, experiences and achievements. Describe how you utilise these skills and provide examples.
 - Think broadly and diversely when addressing the criterion. For example: if the criterion relates to an employer seeking a person with good communication skills, think about the different forms of communication (in person, in writing, over the telephone and communicating with persons from different ethnic backgrounds/cultures, language barriers, non verbal communication skills etc).
 - Make sure that your response is clear, succinct and concise. Remember, there is no need to impress by providing an overly complicated response that the employer is will have trouble interpreting.
 - Use positive action words.
 - Ensure that your response to each criterion is no longer than half a page.
 - Run a spell check on your computer before anyone sees your application.
 - Do a grammar review.
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