



LIBRARIAN / PROJECT ASSISTANT

Alliance Française de Manille (AFM)

AFM is hiring a Librarian / Project Assistant to:

- Manage the day-to-day operations of AFM Mediatheque (French Multimedia Library): loans, acquisitions, animation [workshops, storytelling, etc.], and advise subscribers.
- Initiate and develop AFM's library projects/activities from its design to its implementation (To be coordinated with the course on cultural, education and communications department).
- Maintain AFM's library's records [subscriptions, loans, etc], communications, and partnerships related to its programs.

Open to qualified Filipino professionals in the Philippines. Applicant must be:

- Graduate of any bachelor's degree from a reputable university (Preferably a degree in library management)
- Interested in French culture, literature, books, cinema and music.
- Excellent organizational and communication skills.
- Language requirements: Good command in French. Excellent command in English.
- Adequate IT skills: adept in Google Workspace and Data Entry Skills.
- Must possess strong interpersonal skills, good work ethic, punctuality, friendliness, and dynamism.
- High attention to detail, rigorous, punctual, and mature.
- Problem-solving orientation.
- Ability to work with children, teenagers, and adults.
- Diplomacy and tact.
- Ability to multitask and prioritize daily missions.

Responsibilities

Overview of Duties:

Serve as the overall in charge of the AFM Mediatheque, overseeing its daily operations, activities, and development.

Specific Tasks:

1. Receive, inform, orient, and assist students and members in their specific needs and/or research;
2. Take care of registration, borrowing, returning, and organization of the different resources available;
3. Oversee the maintenance and general upkeep of documents;
4. Participate in the modernization of the multimedia resource center, promote and develop video game activities;
5. Organize monthly events (readings, book clubs, fairytale / cultural animations);
6. Develop activities for the general public;
7. Participate in the communication strategy of the library (including visuals, flyers, promotional tasks);
8. Maintain regular subscriptions to French newspapers and magazines;

9. Follow-up and develop membership applications.
10. According to AFM needs, the project manager will assist different departments (administration, translation, and education).

Gross Salary

- PHP 33,000 Monthly

Benefits

- Access to staff meals
- Paid leaves upon regularization
- HMO coverage upon regularization

Work Arrangements:

- **Formal Job Title:** Librarian / Project Assistant
- **Reporting to:** Executive Director
- **Schedule:**
 - Tuesdays to Saturdays, 8:30 AM to 5:30 PM, subject to adjustment based on AFM's scheduled events
 - Amenable to work occasionally on day-offs for special events and/or intake of students.
- **Based in:** Makati City

To apply, submit your application through email including your resumé and cover letter to recruitment@alliance.ph. Address your cover letter to the HR & Admin Manager of the Alliance Française de Manille in the person of Mr. John Julius VALIENTE.

Only shortlisted candidates will be contacted.

The successful candidate will start **as soon as possible**.