



The Institute of Czech Literature of the Czech Academy of Sciences, P. R. I., announces a vacancy for the following position:

**Research and Development Specialist – BIBLIOGRAPHER  
SPECIALISING IN CURRENT LITERATURE**

to the Department of the [Czech Literary Bibliography](#).

**Job description:**

- Bibliographical excerption and processing of bibliographical data on current publications related to Czech literary studies for the needs of the databases of the Czech Literary Bibliography research infrastructure (CLB);
- creating bibliographical records in the Aleph library system;
- researching activities (digital resources and libraries), editing the databases;
- participation in the research activities and projects of the CLB;

**Requirements:**

- Required education: university degree (minimum completed Bachelor's degree), ideally in Czech language and literature, history, archival science, librarianship or related fields, or full secondary education with relevant experience in a similar position;
- accuracy, diligence, conscientiousness.

**Advantage:**

- Interest in current Czech literature and literary internet, orientation in the field of Czech literary studies;
- experience with cataloguing in automated library systems (preferably Aleph software);
- knowledge of related library rules and standards (RDA, MARC21);
- interest and experience in working with big data and databases;
- knowledge of a foreign language at a level of written text comprehension (English, German, possibly French or other languages).

**We offer:**

- Background of the largest department in the field of Czech literary studies;
- friendly working team;
- 5 weeks of vacation and 3 sick days per year;
- work in an academic workplace in Prague city centre near the Masaryk railway station;

- meal allowance and contribution from the Social Fund (pension insurance, Flexi Pass, ...);
- discounts on books in the Academia bookshop;
- training and the possibility of further education;
- flexible working conditions – flexible working hours and possibility of working from home;
- possibility to apply for accommodation in the facilities of the Czech Academy of Sciences;
- possibility of placing pre-school children in the children's groups of the Czech Academy of Sciences.

**Working conditions:**

- Start date ideally from March 1, 2023;
- fixed-term contract until December 31, 2023, with the possibility of extension;
- 1,0 FTE or by agreement.

Please send your application containing a structured CV and a motivation letter to [kariera@ucl.cas.cz](mailto:kariera@ucl.cas.cz).

**Closing date: January 25, 2023**

**Expected date of personal interview: January 30 or 31, 2023**

The Institute of Czech Literature of the CAS reserves the right to invite only selected candidates to a personal interview and the right not to select any of the candidates.

The ICL has developed its OTM-R policy and is a recipient of the HR Award.

For more information on the selection process and employment at the ICL, please visit: <https://ucl.cas.cz/informace-pro-uchazecky-a-uchazece/>.

By replying to this advertisement or by sending your CV and any other personal materials to the Institute of Czech Literature of the CAS, you consent to the processing of your personal data in accordance with the General Data Protection Regulation 2016/679 (GDPR). This consent may be withdrawn at any time after the end of the selection procedure, in writing.

**Contact person:**

Marie Kopecká

[kopecka@ucl.cas.cz](mailto:kopecka@ucl.cas.cz)

+420 222 828 112, +420 731 823 569