

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 – Cataloguer

to the Department of the Czech Literary Bibliography.

Job description:

- Processing of biographical data for the needs of the database of Czech literary personalities and other databases of the Czech Literary Bibliography
- Processing of records for the set of national authorities within the cooperation network (AUT database), editing of biographical data in the databases of the CLB
- Participation in the administration of the Biographical Archive
- Searching biographical data in secondary literature, registers, and archives
- Participation in research projects of the Czech Literary Bibliography research infrastructure

Requirements:

- Required education: university degree, ideally in Czech literature, history, archival science or librarianship, or full secondary education with relevant experience in a similar position
- Orientation in the field of biographical studies
- Accuracy, diligence, conscientiousness

Advantage:

- Experience in a similar position
- Experience with cataloguing in Aleph software, knowledge of MARC21 format especially for authority records and RDA rules
- PC skills at a very good level (Microsoft Office)
- Knowledge of German at a level of comprehension of the written text
- Experience in working with historical documents and archives

We offer:

- Background of the largest department in the field of Czech literary studies
- Friendly team
- 5 weeks of vacation + 3 sick days / 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 opportunity to gain new work experience

- Flexible working conditions – flexible working hours + possibility to work 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 by agreement (ideally October/November 2022)
- Fixed-term contract
- Work load: 0.5 or by agreement
- Place of work: Prague

Please send your application containing a structured CV together with a motivation letter to kariera@ucl.cas.cz

Closing date: September 26, 2022

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.

Contact person:

Ing. Jitka Černochová

kariera@ucl.cas.cz

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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.