

## **The ISSN International Centre is hiring a Specialist (F/M) in Bibliographic Data Production.**

The ISSN International Centre (ISSN IC) is an intergovernmental organization established in 1975 by a treaty between France and UNESCO. It is based in Paris (45, rue de Turbigo, 75003) and employs a staff of 14. It consists of three departments: Metadata and ISSN Network technical coordination, Sales, Marketing and Communication, Information Systems.

The main activities of the ISSN International Centre ([www.issn.org](http://www.issn.org)) are:

- Updating and enhancing the ISSN International Register, the standardized and global reference database of print and online serial publications,
- Coordinating the activities of the 90 ISSN National Centres worldwide which share their metadata with the ISSN International Centre,
- Assigning ISSN and creating descriptive metadata for international organisations' publications and publications issued in countries without any ISSN National Centre,
- Marketing the ISSN Register ([portal.issn.org](http://portal.issn.org)) and related services such as ROAD Directory of Open Access Scholarly Resources.

**The post holder works within the Metadata and Technical Coordination of the ISSN Network department and is responsible for the following activities:**

- Assign ISSN and produce bibliographic records of print and online serial resources within the scope of ISO standard 3297-ISSN;
- Manage relationships with publishers and other stakeholders requesting the services of the ISSN International Centre for the identification of publications;
- Provide expertise, support and training to ISSN users and to ISSN National Centres;
- Participate in projects, notably in cooperation with Information Systems department and/or Sales, Marketing & Communication department, to improve the ISSN International Register and develop new services and functionalities.

Other related missions may be assigned by the head of the department. A flexible and open approach is therefore expected of the post holder.

### **Required and desired qualifications and skills**

- Master/BA in library science or at least 5 years' experience in a similar position,
- Expertise on bibliographic standards and formats (MARC21, Unimarc, ISBD),
- Knowledge of issues regarding scientific and digital publishing and library environment,
- Fluent in English and French; a third language is desirable.

### **Salary and status**

- Salary +/- 35 K€ commensurate with experience.
- International status.
- Full-time position.
- 36 days of annual leave.
- 2-year renewable contract.

### **Contact**

Please send cover letter, résumé and the names and contact information of two professional references to Ms Gaëlle Béquet, ISSN IC Director ([secretariat@issn.org](mailto:secretariat@issn.org)). Review begins June 17<sup>th</sup>, 2019. Position open until filled.

*Staff shall be selected without any discrimination based on their ethnic or social origin, skin colour, disability, age, marital or parental status, gender or sexual orientation, or political, philosophical or religious beliefs.*

*ISSN International Centre - Staff Regulations (October 2016)*