

**Organisation:** Gateway House: Indian Council on Global Relations

**Position:** Assistant Information Specialist (part-time)

**Location:** Mumbai, India

**Salary:** Based on experience

**Start Date:** With immediate effect

Gateway House: Indian Council on Global Relations is a not-for-profit, non-partisan, independent, membership-based, foreign policy think-tank established in 2009, to engage India's leading corporations and individuals in debate and scholarship on India's foreign policy and its role in global affairs.

Gateway House executes its mission through a comprehensive website (<http://www.gatewayhouse.in>), a robust membership and meetings programme, and the studies programme.

The Assistant Information Specialist will work with the Librarian and Information Specialist at Gateway House.

### **Expectation**

- Work in a fast-paced environment with short deadlines
- Enthusiastic and creative team player with ability to work both independently and collaboratively with multiple stakeholders.
- Knowledge of global and domestic publications and databases.
- Develop understanding of international relations and foreign policy
- Develop a grasp of Gateway House's work and study areas.

### **Responsibilities**

- Organize (classify/catalogue) and update existing library records.
- Manage the acquisition of new resources and material for the Gateway House library.
- Assist staff with finding reference materials, physical and electronic, and resources on Gateway House's research areas.
- Monitor international and domestic news and developments relevant to Gateway House's study areas and prepare daily news briefings.
- Maintain library inventory, conduct periodic audits of the information on file and issue resources to staff members.

### **Preferred Qualifications**

- Bachelor/Master's Degree in Library Science
- 2-3 Years of work experience in a library or bank with an or as an information specialist
- Necessary to have IT skills and knowledge of library databases and knowledge management tools.
- Good verbal and written skills.
- Retirees may also apply.

Please submit a CV, a covering letter indicating your interest in Gateway House and motivations for working with us to [jobs@gatewayhouse.in](mailto:jobs@gatewayhouse.in)

**PLEASE INCLUDE THE NAME OF THE POSITION IN THE SUBJECT OF YOUR EMAIL.** Once we review these documents internally, we'll contact you for an interview in person or on a video call. This role is based at the Mumbai office and not remote.