ON-THE-JOB TRAINEE
For the Knowledge Resource Center – Information Management Unit
under the Knowledge Management and Networking Office

The SEAMEO Regional Center for Educational Innovation and Technology, or SEAMEO INNOTECH, is one of the twenty-one (21) regional specialist institutions of the Southeast Asian Ministers of Education Organization. SEAMEO INNOTECH is principally dedicated to identifying common and unique education problems and needs of Southeast Asian countries and developing innovative and technology-based solutions to address these problems.

SEAMEO INNOTECH is in need of five (5) OJT's for the Knowledge Resource Center – Information Management Unit under the Knowledge Management and Networking Office. Below is the Statement of Work for your reference:

DUTIES AND RESPONSIBILITIES:

The on-the-job trainee shall perform the following tasks:

1. As practiced, trainees will be taught and trained to do technical library and information science tasks such as descriptive and subject cataloguing and classification, labelling, and indexing of periodicals. The said activities will follow standard schemes and classification rules (i.e. Library of Congress Classification, Anglo-American Cataloguing Rules 2, and Resource Description and Access) while using the automated library system.
2. Clerical tasks such as filing, attending to phone calls, shelving, periodical rack arrangement, inventory, assistance to ISO related tasks and shelf reading etc. will be imparted as tools for exposure in the corporate environment and culture.
3. Indexing of the accumulated and downloaded electronic resources from subscribed online journals, online sites providing free e-books, and other electronic materials will also be included as part of their hands-on learning program.
4. Aside from the usual reference and circulation services (checking in and out of materials), OJT's will also be exposed to do actual reference/information services (i.e. data searches) for internal and external clients and education.
5. Other related tasks or duties from the Knowledge Management and Networking Office as may be directed.

QUALIFICATIONS:

1. Open to 3rd and 4th year college students focused in the field of Library and Information Services
2. Recommended by respective schools/universities to undergo on-the-job training with required number of hours
Interested and qualified applicants may submit their letter of intent with an updated CV and endorsement from school to the undersigned.

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