

**The ISSN International Center (ISSN IC) is hiring a  
librarian specializing in the production of bibliographic metadata (F/H).**

The ISSN International Center 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 14 staff members. It comprises three departments: Metadata and Technical Coordination of the ISSN Network, Sales, Marketing and Communications, and Information Systems.

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

- Update and improve the ISSN Register, the international reference database for print and online serial publications,
- Coordinate the activities of the 93 ISSN National Centers that share their metadata with the ISSN International Center,
- Assign ISSNs and create descriptive metadata for publications from international organizations and for periodicals published in countries without a national ISSN center,
- Promote the ISSN Portal ([portal.issn.org](http://portal.issn.org)) and related services such as ROAD, Directory of Open Access Scholarly Resources.

**The position holder will report to the Head of Metadata and Technical Coordination of the ISSN network and will carry out the following tasks:**

- Assign ISSN identifiers and produce bibliographic records for print and online serials in accordance with ISO standard 3297-ISSN;
- Manage relations with publishers using the ISSN IC services;
- Provide bibliographic expertise and training in tools and services for ISSN national centers and other users as required;
- Participate in cross-functional projects to improve services and develop new functionalities.

The scope of activities, responsibilities and main tasks may be reviewed and developed by the department manager as required. An open and constructive approach is therefore expected from the candidate.

**Qualifications and skills required**

- Bachelor's or Master's degree in library science,
- Practical expertise in bibliographic standards and formats (MARC21, UNIMARC, ISBD),
- At least 5 years' experience in an equivalent position,
- Fluency in English and French essential; a third language would be appreciated,
- Knowledge of scientific publishing issues desirable.

**Salary and status**

- Salary +/- €31,000 gross depending on experience,
- International status (see <https://www.issn.org> for details, including exemption from income tax levied by the host country)
- Full-time position,
- 36 days annual leave,
- 2-year renewable contract,
- Telecommuting possible 2 days a week.

**Contact**

Please send a cover letter, curriculum vitae and the names and contact details of two professional referees to Ms Gaëlle Béquet, Director of the ISSN International Center, at [secretariat@issn.org](mailto:secretariat@issn.org).

Examination of applications will begin on June 1<sup>er</sup> 2024. The position is open until filled.

*In the recruitment of staff members, there shall be no discrimination on the grounds of ethnic or social origin, color, disability, age, marital or parental status, sex or sexual orientation and political, philosophical or religious opinions. Center internationale de l'ISSN - Staff regulations*