



JOB OPENING

PART-TIME LIBRARY ASSISTANT

GOETHE-INSTITUT MANILA

START DATE: JULY 2025

The Goethe-Institut is the Federal Republic of Germany's cultural institute with a worldwide network. It promotes the learning of the German language abroad and encourages international cultural exchange. It also fosters knowledge about Germany by providing information on its culture, society, and politics.

Goethe-Institut Manila is looking for a part-time Library Assistant starting July 2025.

TASKS

- Assist in the daily operations and administrative tasks of the library
- Support the planning, organization, and execution of library events and programs
- Help maintain a clean, organized, and welcoming library environment
- Greet and assist visitors in locating books and other library resources
- Provide information regarding the library and its services
- Assist patrons in accessing digital resources, including e-books and the online catalog
- Process check-ins and check-outs of library materials
- Issue and renew library cards
- Shelf books and ensure collections are well-organized

WORKING HOURS

- 20 hours per week

QUALIFICATIONS:

- Must have at least a High School Diploma
- Advanced proficiency in written and spoken communication
- Proficient in both English and Tagalog
- Trustworthy, responsible, and reliable
- Team player with good communication skills

Deadline for application: 15 JUNE 2025

Kindly submit your application to Diane.Lozares@goethe.de

www.goethe.de

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