

**VACANCY ANNOUNCEMENT FOR
A FULL-TIME HEAD LIBRARIAN**

General Description

(Reporting to: DSG/SG)

The International Institute for the Unification of Private Law (UNIDROIT) is an independent intergovernmental organisation based in Rome that works to modernise, harmonise and coordinate private and in particular commercial law as between States and groups of States by preparing treaties, model laws, principles and other types of uniform rules.

The holdings of the UNIDROIT Library currently consist of over 260,000 volumes and some 450 current legal periodicals from a wide range of countries, covering the main areas of private law and, albeit to a lesser extent, other branches of the law (intellectual property law, public international law, economic law, as well as Roman and Canon law). A substantive collection of books in its collection are in original language. It is particularly well-endowed in sources relating to the topics that have formed the subject of UNIDROIT legislative activities, both past and present. These topics cover: the unification of law (universal, regional and internal), international commercial transactions: contracts in general (e.g. the UNIDROIT Principles of International Commercial Contracts) and specific contracts (sales, factoring, leasing, franchising, agency, secured transactions etc.), transport law, tourism law, civil liability, family law, dispute settlements, cultural property law, private international law and law of international civil procedure and international capital markets.

The Library also offers access to a great many international and national legal bibliographies. Special attention has been given to the collection of the legislation and case law – particularly as regards private law – of the European countries as well as the United States of America, Canada, Australia, and many Latin American, Asian and African countries. The world-renowned Gorla Collection is also located in the Library, comprising about 900 volumes dating back to between the 17th and the early part of the 19th Century including treatises, commentaries, collections of decisions, resolutions, consilia, responsa, allegationes and controversiae forenses, as well as a number of books dealing specifically with commercial law and maritime law donated by Gino Gorla, formerly Professor of Comparative Law at the University of Rome “La Sapienza. The UNIDROIT Library Annexe, which was inaugurated in 2023, has recently also become home to the Nordic Law and Asian Transnational Law Centres, which feature specific collections dedicated to regional transnational law. Both collections benefit from generous donations and already count hundreds of volumes each that have attracted a great number of researchers.

Besides a complete set of UNIDROIT documents, the Library also contains the documentation of other international organisations including, among others, the League of Nations, the International Labour Organisation, the International Maritime Organisation, the European Union, the Council of Europe, the Organization of American States, the Nordic Council and the Hague Conference on Private International Law. Furthermore, the UNIDROIT Library is a depository library for United Nations official records and sales publications.

The UNIDROIT Library is not only a prominent research centre serving both those involved in the legislative activities of UNIDROIT and visiting researchers but also a meeting-point for lawyers from the five continents, who benefit greatly from exposure to the legislative drafting work undertaken by UNIDROIT over the last 75 years, in the unique setting that is Villa Aldobrandini, right in the heart of Rome.

Government officials and other members of the legal profession, including academics and practitioners but also students from all over the world, are welcome to conduct individual research in the Library upon acceptance of a formal request to the Head of the Library. The institute’s formal acceptance may also be used by applicants with a view to obtaining financial sponsorship from outside donors or from their own institutions of origin for the duration of their stay in Rome. Special consideration is given to research projects that focus on past or current legislative activities of UNIDROIT.

Vacancy

We are currently inviting applications for the position of **HEAD LIBRARIAN**. The candidate should possess a full university degree and have a **minimum of 7 years of relevant experience**, of which preferably 2 within an international organisation, law firm or large corporation.

The official languages of UNIDROIT are English and French, and therefore ideal candidate should be perfectly fluent (mother-tongue) in one and have an excellent command of the other. Knowledge of Italian, Spanish and German would be deemed an important additional asset. He or she should speak and write clearly and effectively, work well with figures, and have sound computer skills (MS Office).

Duration of the appointment: one year (probationary), renewable for 3-year periods.

Salary: Competitive salary at the range of the scales of the Rome-based UN Organisations.

Entry on duty: Early December 2024.

Applications should be addressed to the Secretary-General of UNIDROIT including CV and references, and sent by e-mail to jobs@unidroit.org no later than 18 October 2024.

For more information, visit www.unidroit.org.

Please note that only the candidates selected for interviews will be contacted.

Main duties:

- Overarching Management duties for the staff and resources allocated to the Library;
- Preparation of yearly plans for the management and development of the resources of the Library;
- Leading arrangements for the workshops and presentations of scholars and researchers visiting the Library;
- Physical and administrative management of the Library holdings, in particular:
 - selection of publications, to present list of proposed purchases to SG/DSG;
 - contact with publishers;
 - payment of bills;
 - cataloguing of acquisitions or donations;
 - subject and content indexing of monographs and articles;
 - adequate registration of incoming materials (including issues of law journals in the Aleph library system);
 - preparation/supervision of the creation of bibliographies of interest to the Institute;
 - direction of policy of allocation of visitors in the Library premises
 - correspondence with visiting scholars as necessary;
 - leading policy in the Library's relationship with other libraries;
 - management of historical and growing collections, managing relationships with donors;
- Monitoring the regular software upgrades if the Aleph 500 library management system
- Lead administrator of the library's OPAC system
- Arranging for the assistance of both daily and long-term readers (scholars and interns, visiting experts and members of the Council, representatives of States);
- Ensuring research assistance to members of staff is provided.

Language skills:

- English;

- French;
- Italian;
- Spanish;
- German;
- Other languages positively regarded