



Max Weber
Foundation

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The German Institute for Japanese Studies (DIJ), Tokyo

is a German research institute based in Tokyo (www.dijtokyo.org). As an institute of the Max Weber Foundation, it is funded by the German Federal Ministry of Education and Research. Our mission is to enhance knowledge and understanding of modern Japanese society, economy, politics and culture, as well as Japan's international relations, by applying and advancing methods and theories from both the humanities and the social sciences. Comparative perspectives as well as multi- and interdisciplinary approaches are central to our research activities. Our library performs important services to support the institute's research, in particular acquiring literature relevant to current projects through purchase or ILL in Japan or from Germany. The use of the library for visitors is by prior appointment only.

The DIJ is recruiting one librarian (full-time staff).

Tasks include:

- Perform general library duties: including counter service, reference assistance, ILL, cataloging, and library maintenance.
- Manage e-resources (databases and online content) and assist researchers in utilizing these tools effectively.
- Provide research assistance/consultation, library usage instruction to researchers upon request.
- Manage the acquisition of books and periodicals from domestic and international publishers.
- Stay updated on the latest trends in information technology.
- Support of digitization and Digital Humanities (DH)-projects.
- Develop and maintain positive working relationship with researchers, staff, and librarians within the Max Weber Foundation network.
- Perform other tasks as assigned.

We welcome applications from candidates with the following profile:

- University graduate or above.
- Librarian qualification and at least five years of experience in library service.
- Experience in cataloging materials in English, preferably using NACSIS CAT, and possibly another cataloging database, such as OCLC WorldCat.
- Skilled in using e-resources, such as databases e-books/journals, and internet.
- Ability to operate a personal computer and use Microsoft Excel, Word and communication tools such as Webex and Zoom as well as library software, and willingness to learn new tools.
- Good knowledge of subject-related digital offerings (portals, region-related digitized collections, databases, etc.).

- Demonstrate strong initiative and ability to manage multiple tasks and priorities effectively as sole librarian.
- Excellent interpersonal skills and ability to work effectively and collegially with a staff of diverse cultural, ethnic, and linguistic backgrounds.
- Previous work experience in an academic or research library is preferred.

Applicants must be fluent in English and in Japanese, and preferably German. They must either have Japanese nationality or otherwise be in possession of a Japanese working visa.

The employment would be first on a two-year basis, preferably starting in March 2025, with the option of a permanent position thereafter, if certain conditions are met.

The Max Weber Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability. The Max Weber Foundation is a family-friendly employer who is committed to support a healthy work-life balance.

The employment conditions are in accordance with the employment regulations of the German Embassy in Tokyo.

Individuals interested in this position are invited to apply with their cover letter stating their motivation for this position and CV in English via [our application portal](#), **no later than December 1st, 2024**. Please submit your application **as one pdf-file**. The job interviews are planned for the week from December 9th – 13th, 2024.

For further questions, please feel free to contact dijbibli@diitokyo.org, for questions regarding library work and for general work inquiries please contact verwaltung@diitokyo.org.