Alliance Française de Delhi

Position - Head of Library

ABOUT:

Are you passionate about books, literature, education and cultural exchange? Do you have strong organisational and administrative skills, along with the ability to manage library operations and coordinate educational and cultural initiatives?

***Alliance Française de Delhi** is looking for a dedicated, proactive and well-organised **Head of Library** to lead the day-to-day functioning of its Library, manage its resources and coordinate activities that promote French language, literature and culture.*

KEY RESPONSIBILITIES:

- Library Management: Oversee daily library operations, book collection, cataloguing, classification, organisation and maintenance of library resources.
- Administration & Public Services: Manage library administration, public enquiries, cash receipts, records and daily opening and closing procedures.
- Schools & Educational Activities: Coordinate school engagements, PEB, inter-library loans, Plume d'Or competitions and French-language workshops.
- Cultural Programmes: Support and organise literary, educational and cultural activities promoting French language and culture.
- Internal & External Coordination: Liaise with internal departments, schools, partner institutions and external stakeholders for library-related activities.
- Vendor & Service Coordination: Coordinate with the Administration Department for vendors, service providers, maintenance and operational requirements.
- Daily Operations & Reporting: Ensure smooth library functioning, proper upkeep of resources, timely completion of assigned tasks and adherence to organisational procedures.

KEY QUALIFICATIONS & SKILLS:

The ideal candidate should demonstrate:

- Minimum 7 to 10 years of Experience as Librarian.
- Strong organisational, administrative and time-management skills.
- Knowledge of French at least B2 level.
- Excellent communication, interpersonal and coordination abilities.
- A systematic and detail-oriented approach to record-keeping and collection management.
- The ability to manage multiple responsibilities and coordinate activities independently.

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- A service-oriented attitude and the ability to interact professionally with diverse audiences.
- Initiative, accountability and a proactive approach to problem-solving.
- A strong interest in literature, education, French language and cultural and art exchange.

POSITION DETAILS:

Position: Head of Library
Organisation: Alliance Française de Delhi
Location: New Delhi, India
Employment Type: [Full-time] Monday to Saturday with rotational week off and Sunday fixed off.
Salary: To be mentioned
Starting date: Early January 2027

HOW TO APPLY:

Interested candidates are invited to submit their updated **CV + Motivation Letter + 2 references + Photo** at carrer@afdelhi.org, with the subject line **"Application for the Position of Head of Library." Latest by 30th of November 2026.**

For any queries contact: *hr_coordinator@afdelhi.org*

Join Alliance Française de Delhi and contribute to a vibrant space dedicated to reading, learning, French language and cultural exchange.