



The East Asia Department of the Staatsbibliothek zu Berlin – Preußischer Kulturbesitz  
is inviting applications for the permanent position of a

**Special Subject Librarian for Central Asia**  
**Salary Grade E 13 TVöD / A 14 BBesO**  
**Reference Number: SBB-IIIF-2-2019**

starting at the earliest possible date.

As an Institution of the Stiftung Preußischer Kulturbesitz, the Staatsbibliothek zu Berlin – Preußischer Kulturbesitz is Germany's largest academic universal library.

The library's East Asia Department is in charge of supervision of a cooperative project, the Specialised Information Service Asia (FID - Fachinformationsdienst), subsidised by the German Research Foundation (DFG – Deutsche Forschungsgemeinschaft). The East Asia Department accounts for overseeing and developing one of the world's largest Asia-related collections outside of Asia. The collections, in print as well as digital formats, relate to the regions of East Asia, Central Asia (PR China and Mongolia) and, Southeast Asia. The Staatsbibliothek zu Berlin is responsible for the operation and the development of the portal CrossAsia (<https://crossasia.org>) which, as a service platform, supports the Asia-related research and sciences.

**Position Description:**

-- Supervision of the Special Subject Area Central Asia, with special attention to the Tibetan and Mongolian pre-modern and modern collections of the East Asia Department, in the context of the DFG-subsidised FID Asia. This is the authoritative and mandatory resource for academic and scholarly studies, as well as the information-infrastructures, including the library system and the national and international tasks connected with it:

-- Curating custody of the pre-modern holdings of the region (in particular the Mongolian and Tibetan collection).

-- Organisation and direction of subject-related digitisation- and Digital Humanities (DH)-projects.

-- Organisational and administrative direction of, and cooperation in, projects.

-- Collaboration with the DFG-subsidised FID Asia and its platform portal, CrossAsia.

-- Provision of information regarding the area of Central Asia within the framework of the DFG-subsidised FID Asia and its national and international responsibilities.

**Requirements:**

-- University degree (Master, M.A. or comparable degree) in Central Asian Studies such as Mongolian Studies (pre-modern and modern), and/or Tibetan Studies, with focus on philology.

-- Extensive knowledge of the organisation and structure of the sciences and publication sector in Asia.

-- Good knowledge of subject-related digital offerings (portals, region-related digitised collections, databases, etc.).

-- Good knowledge of subject-literature requirements of science and research in Central Asian Studies in Germany and Europe.

**Desirable:**

- Literacy (fluency in reading and speaking) in another East Asian and European language.
- Negotiating skills and the preparedness to design and implement excellent offerings for German scholarship in a small team.
- The transfer to State Official career track requires the professional qualification for higher civil service in scientific libraries.

**We offer:**

- An interesting and demanding work place.
- A pleasant working environment.
- Flexible working hours scheduling in a team.
- A wide range of further qualification and advanced training possibilities.
- A company pension scheme, via the Federal and State Government Employees Retirement Fund (VBL), including possible regulations for occupational pensions via deferred compensation (for employees covered by the collective bargaining agreement [Tarifbeschäftigte]).
- Option to purchase a discounted public transport company ticket of the Verkehrsverbund Berlin-Brandenburg (VBB Firmenticket).
- Financial support for offers of health promotion.

The Stiftung Preußischer Kulturbesitz welcomes applications from people of all nationalities. As an interdisciplinary cultural and research institution, the SPK offers family-friendly working conditions and guarantees gender equality according to the German Federal Equality Act. Special consideration will be given to severely handicapped persons if candidates are otherwise of equal merit and qualification.

An appointment with part-time employees is generally possible.

Please address your covering letter to the Director General of the Staatsbibliothek zu Berlin, Dr. h. c. (NUACA) Barbara Schneider-Kempf and submit your application together with informative application documents in writing only (no eMails, no data carriers, please), quoting the reference number: SBB-IIIIF-2-2019. Submit no later than 28.11.2019 to:

The Director General, Dr. h. c. (NUACA) Barbara Schneider-Kempf  
**Stiftung Preußischer Kulturbesitz, Personalabteilung,**  
**Sachgebiet | 2e**  
**Von-der-Heydt-Str. 16-18,**  
**10785 Berlin**

Officials applying are asked to include an up-to-date (less than 12 months old) professional staff report. Employees currently employed, please likewise include an up-to-date interim report.

Application documents can only be returned if a self-addressed envelope with sufficient return postage is included.

For questions regarding the job description, please contact: Mr. Kaun, phone + 49 30-266 436000.  
For questions regarding the application procedure, please contact: Mr. Lohmar,  
phone + 49 30-266 41 1750.