



JOB OPPORTUNITY

Administrative & Operations Officer

Organization: Mosul Heritage Library (MHL) | Nab' al-'Ata' Foundation

Location: Mosul, Iraq

Posting Date: September 2026

Application Deadline: Open until position is filled

About the Job

The Mosul Heritage Library (MHL) is a not-for-profit research center in Old Mosul dedicated to preserving and documenting the city's intellectual and cultural heritage. Its multilingual collections span books, journals, newspapers, maps, and archival materials, with a special focus on Mosul and its surrounding region. MHL supports scholarly research, hosts public lectures and workshops, and maintains partnerships with local and international institutions. The library's facilities include a main hall for core collections, a quiet reading room for researchers, and a digitization lab for rare and historical materials. MHL operates under the Nab' al-'Ata' Foundation for Cultural Development, an Iraqi NGO.

About the Role

The Mosul Heritage Library is seeking an Administrative & Operations Officer to support the daily functioning of the library and contribute to its public, research, and heritage-preservation mission. This position is ideal for candidates who value cultural heritage, enjoy public-facing work, and are committed to supporting the operations of a growing research library. The Administrative & Operations Officer plays a central role in ensuring that the Mosul Heritage Library remains accessible, organized, and welcoming to all.

Key Responsibilities

- **Visitor Services** — Welcome visitors, researchers, and dignitaries; provide orientation on library etiquette; maintain visitor logs; and support the organization and coordination of lectures, tours, and other events.
- **Communications & Outreach** — Manage public-facing communication, including social media updates and institutional announcements; support outreach with local and international stakeholders; and assist in event planning and organization.
- **Digital Content & Publications** — Produce and update digital content (photos, short videos, informational posts); assist in creating guides, brochures, posters, and other publications while maintaining consistent branding across all materials.
- **Facility Management** — Maintain the daily presentation and readiness of public areas; coordinate with maintenance staff; manage inventory, supplies, deliveries, and mail; support event logistics by preparing and arranging spaces; and ensure basic security, safety, and accessibility standards across the facility.

Requirements & Qualifications

- Bachelor's Degree
- 2+ years of Non-profit Organizations experience
- 2+ years of experience in Administration

- Proficiency in English language
- Interest in books, libraries & heritage a plus

How to Apply

Interested candidates must send their application in English, including a **CV** and **Cover Letter**, to:
yahya.haidar@mosulheritagelibrary.org