



EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University, a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University has a vacancy for the position of **Library Assistants - Locum**.

LIBRARY ASSISTANT - LOCUM

3 POSITIONS

REF: PU/ADV/01/03/2022

REQUIREMENTS FOR THE POSITION OF LIBRARY ASSISTANT - LOCUM

This is a temporary/short term position available for three (3) to six (6) months

Academic Qualification

Applicants must have a Bachelor degree or a Diploma in Library and Information Science/Studies from a recognized Institution.

In addition, the applicants should have hands on knowledge and experience on any two or more of the following library management software in KOHA, D-Space, Pearl, MySQL, Linux, Web management programs, Record Management and PC trouble shooting.

Experience

The candidate must have three (3) years of library or related clerical experience in a large or busy library in an organization with proven integrity, independence, innovativeness and compliance to deadlines

Key Responsibilities

- Assist in the download, coding and documentation of E-resources
- Assist users to operate the Online Public Access Catalogue
- Catalogue, Classify and Index library materials
- Contribute to the development and the maintenance of an authority file so that all cataloguing decisions are recorded and adhered to.
- Contribute to the implementation of university library initiatives and strategies related to the development of user information literacy skills.
- Contribute to the maintenance of the current library catalogue, the cataloguing of new materials and special collections not yet on the catalogue.
- Ensure the smooth and efficient running and use of Online Public Access Catalogue
- Identify and research new resources for the library, to include book stock, periodicals, electronic resources.
- Maintain and assist in seamless access to Library E-Z Proxy resources by external users
- Maintain and Update Library Institutional Repository based on D-Space
- Maintain and Update Library Examination Bank
- Maintain and update Library Website
- Oversee students and staff studying in the Library and using university equipment and books on a daily basis.

- Participate in all library house-keeping routines, issue and return of books, reservations, over-dues, shelving shelf reading and stock taking.
- Supervise students using the networked virtual library systems and equipment.
- Troubleshoot virtual library workstation related challenges
- Provide guidance and support to library users or identified student groups with regards to enquiries related to information use skills to include research skills.
- Register new users, inducting and assisting students and staff using the library user number and referring problems to the ICT staff as necessary.
- Retrieval and compilation of bibliographical information in both print and electronic formats and liaising with other libraries on interlibrary loans.
- Undertake research on specific topics as requested by the Librarian and other staff, students and providing relevant information.
- Any other responsibilities of a similar nature as required by the Library.

Skills

Applicants should possess the following skills.

- Good communication skills
- Teamwork
- Supervision skills
- Coordination and organization skills
- Relevant computer skills
- Practical knowledge of ISO

Interested applicants should send two (2) copies of their application for the above position. Applications and recommendations letters from referees should be addressed to,

**The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi**

Application should also include an up to date CV, providing details of age, marital status, academic and professional qualifications, work experience, email address, telephone, names and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Pwani University is an equal opportunity employer, female candidates and persons living with disability are encouraged to apply.

The deadline for submitting applications is **Friday 18th March 2021**. Applications received later than this date will **not be** considered.

Please Note that: Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification

NO FEE

PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)