

LIBRARY ASSISTANT

Do you want to work with the best and push your career to a whole new level? As befits an institution of higher learning, we are distinguished for academic excellence, service orientation and a commitment to social transformation according to the gospel values. The following vacancy has arisen within the University and requires to be filled.

JOB TITLE: LIBRARY ASSISTANT

REPORTS TO: CHIEF LIBRARIAN

DEPARTMENT: LIBRARY

EMPLOYMENT STATUS: CONTRACT

Position Summary:

Supports the operations of the university library, providing essential services to students, faculty, and staff. This role involves assisting with circulation, reference services, acquisitions, processing and maintaining library resources.

Primary Duties and responsibilities:

- 1. Running Plagiarism test for all students works.
- 2. Have a knowledge on Institutional Repository and its functions.
- 3. Conducts e- resources training and answers queries when necessary.
- 4. Conducts library orientation and participating in professional activities, such as E-resource week/ Research and book week.
- 5. Performs data entry and data cleaning
- 6. Preparing book orders, coordinate acquisitions, receiving and assigning accessioning numbers.
- 7. Charging and discharging of information materials in the circulation and filling interlibrary loan forms.
- 8. Assist in Coordinating payment of orders through University's credit card or cash from the finance office.
- 9. Preparing journal orders, acquisitions, receiving and processing the same.
- 10. Manage day to day operations of the journal library: accessioning, display, shelving, listing new titles and articles and sorting out journals for binding.
- 11. Is responsible for classification of reading materials & assigning information materials their various subjects, descriptors and classification numbers.
- 12. Does book shelving, processing, labeling, accessioning and stamping i.e. assigning accession numbers to the newly acquired information materials; pocket pasting and making corrections to the old accession numbers following the correct procedures.
- 13. Assists in record editing i.e. editing and making corrections to the existing catalogs
- 14. Information dissemination to all students and faculty.

Qualifications and Experiences:

- 1. Must be a holder of a degree in Library Information Studies or equivalent from a recognized institution.
- 2. Must be conversant with LC Classification System, Resource description and Access (RDA) and the Koha Library System.
- 3. 2 years' experience in a similar role.
- 4. Have skills in inter Library lending.

Knowledge skills and abilities:

- 1. Must be computer literate and proficient in Microsoft Office Tools.
- 2. Ability to organize and prioritize own work activities within established guidelines with minimal supervision.
- 3. Ability to provide professional and service relationships with University staff, students, alumni, users from other higher education institutions and registered members of the public.
- 4. Must possess excellent communication skills.
- 5. Ability to work with people of diverse cultures and different Nationalities.
- 6. Conversant with Chapter 6 of the constitution of Kenya 2010

Application Requirements:

- Letter of Introduction including your salary expectation
- Curriculum Vitae (CV)
- Copies of relevant certification
- Three (3) recommendation letters from recognized persons/institutions including one from a local religious leader who can speak to your character.

Submit your applications by 6th December, 2024 indicating your daytime contacts to:

The Human Resource and Administration Manager

Tangaza University
P.O. BOX 15055-00509

NAIROBI

E-mail to vacancies@tangaza.ac.ke

Tangaza University is an equal opportunity employer and does not discriminate on the basis of race, color religion, age, sex, nationality, ethnic origin or disability.

NB: Only shortlisted candidates will be contacted and given a copy of detailed job description.

Please indicate the position applied as subject of the email.