

Librarian at Riara University

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Job Description

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The Riara Group of Schools was founded by Mr. Daniel and Prof. Eddah Gachukia in as a commitment to the development of a whole learner. The education concept at Riara is one that goes beyond the conventional classroom and syllabus-based learning.

Main duties and responsibilities

The person is responsible for:

The strategic development and continued transformation of the library services and resources.

Overseeing the development, implementation, evaluation and review of appropriate library policies, systems and operating procedures in consultation with the Deputy Vice Chancellor – Academic Affairs (DVC-AA)

Overseeing the development, implementation, and evaluation of the library's plans, budgets, programs and services.

Leading in the acquisition, organization, access, dissemination and development of appropriate library resources.

Conducting research on, and keep abreast with emerging library and information trends locally and globally.

Supporting the teaching, learning, research and innovation/entrepreneurial functions of the

University in close collaboration with Management, Deans, Head of Departments, and Heads of Support Sections.

Serving as an advocate for the Library in the Senate, Management Board, Deans Committee, and other relevant University administrative organs and structures.

Working in collaboration with Schools and faculty to develop and implement Digital and Information Literacy programs for students and staff.

Marketing and promoting the use of library services and resources.

Recruitment, development, evaluation, coaching and mentoring of library staff and interns.

Monitor user needs, library responses, develop and carry out customer satisfaction surveys and prepare reports thereof for Senate's Library committee and other relevant committees.

Any other responsibility as assigned by the University Management.

Academic / Professional Qualifications & Work Experience

A Master's degree in Information Science or equivalent from a recognized institution. A PhD degree is an added advantage.

At least 10 years' experience in library management, at least 3 of which should be at Senior Librarian or above.

Extensive knowledge in library management, automation and development of responsive library services.

Excellent leadership and organizations skills.

Knowledge of the KOHA system or equivalents.

Evidence of transformative thinking and demonstrated success in transforming library services.

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1. Librarian at Riara University [Gigajob Jobs Kenya Gigajob ↗](#)
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