

## Principal Librarian at Kenya Medical Research Institute – KEMRI

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### Job Description

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Kenya Medical Research Institute (KEMRI) is a State Corporation established through the Science and Technology (Amendment) Act of , which has since been amended to Science, Technology and Innovation Act . The Act established KEMRI as a National body responsible for carrying out health research in Kenya.

### Summary

The Librarian will be reporting to the Director, Research Capacity Building

### Duties and responsibilities will entail;

Initiating formulation and reviewing of library information policies;

Legislation, standards, rules and regulations and facilitate their implementation;

Overseeing the development of programs and activities to promote library and information service and reading culture;

Validating networking and collaboration programs;

Ensuring library and information services are in conformity with international standards, procedures and norms;

Advising the Institute on all matters pertaining to management of library information services;

Coordinating library and information activities in all Centres within the Institute;

Liaising with stakeholders to mobilize resources for library information services; overseeing and reviewing budget proposals for the department;

Facilitating innovation and review of library information services and products;

Overseeing monitoring, evaluation and report on implementation of library service programs; and

Development, implementation and realization of the department's strategic objectives, performance contracts and appraisal systems.

### **Person Specifications**

#### **For appointment to this grade an officer must have: –**

At least eight years relevant work experience three of which should have been in supervisory role;

Bachelor's degree in Library or Information Studies or their recognized qualifications from a recognized institution;

Post graduate diploma in Library or Information Studies;

Master's degree in Library or Information Studies or their recognized qualifications from a recognized institution.

Management Course lasting not less than four weeks from a recognized institution;

Proficiency in Computer Applications;

Demonstrated merit, skills and abilities as reflected in work performance and results; and

Fulfil the requirements of Chapter Six of the Constitution.

### **Key Skills and Competencies**

Planning, problem solving and analytical skills

Communication and reporting skills

Interpersonal skills

Analytical Skills

Strong managerial skills and ability to lead teams

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