

## Senior Librarian at Kwale County Government

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### Job Description

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Kwale County is located in south coast of Kenya.

### Requirements for Appointment

**For appointment to this grade, a candidate must: –**

Served in the grade of Librarian I for a minimum period of three years or post graduate qualification experience of six years;

Kenya Certificate of Secondary Examination (KCSE) mean grade C+(Plus) or recognized equivalent qualification

Bachelor's degree in Library Studies or Information Science or equivalent qualification from a recognized Institution;

Certificate in Computer Applications.

Shown merit and ability as reflected in work performance and results.

### Duties and Responsibilities

Be responsible for the management of Library Information Services including implementation of Documentation and Library work programs in a Departmental Library/Information Center.

indexing and abstracting journal articles;

Operating Current Awareness Service (CAS);

editing of reports, newsletters and other publications;

Selection and purchasing of information and other research materials in consultation with professionals and researchers.

Code, classify and catalog books, publications, films, audiovisuals aids and other library materials based on subject matter or standard library classification

Provide reference and reader advisory services to library users

Anticipating the needs of different sections of the public and organizing the provision of useful services

Promoting and marketing of library services to various groups of user community

Review and evaluate resource materials such as book reviews and catalogs in order to select and order relevant print audiovisual and electronic resources

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