

Teacher Librarian at Wildlife Clubs of Kenya

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Location: Kenya

Category: other-general

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Wildlife Clubs of Kenya (WCK) is charitable organization registered under the society's Act. WCK main objective is to 'Spread interest and knowledge about Wildlife and Environmental Conservation'. WCK offers various programmes that include: Mobile Education Unit, Ecology Programmes Youth and Communities based Wildlife and Environmental conservation projects, ESD-Education & Trainings for Sustainable Development, WCK College (CTTR)- Centre for Tourism Training & Research, Publication of Wildlife and Environmental conservation resource materials, the Komba Magazine and Wildlife Resources Centres -Hostels and Accommodation Facilities. WCK is present in six regions within the country i.e Mombasa, Kisumu, Nakuru, Meru, Kitui and Nairobi.

REF: CTTR/LIB//

Key Roles:

Library Resources Management:

Manage acquisitions, processing, organizing, distribution, maintenance, and inventory of all library resources; Work collaboratively with the colleges administration to define and enforce the library policies, procedures, programs, guidelines and directives on all library activities; Contribute to the development and promotion of the use of relevant ICT applications to support learning and

teaching in the colleges' learning resource centre, including on-line database management , email and internet.

E-Learning (Moodle) Administration & ICT Responsible for the administration and support of the college online educational technologies; Administer the college's eLearning Management System including students course allocation and enrolment; Provides training to students and staff in online course administration as well as other ICT professional development sessions.

Teaching & Learning.

Actively participate in the design, development and implementation of the college curriculum, assessment of module(s) and timetables; deliver lectures, seminars and tutorials on the assigned areas; Monitor students' progress in accordance to the assessment criteria and provide them with timely and effective feedback in line with college quality standards.; Co-ordinate the use of ICT in supporting curriculum delivery.

Requirements

Qualification

Bachelor's degree preferably in Library science or Information Sciences or similar

Teaching qualifications

Appropriate certification in library science

Must have overall knowledge of library operations, procedures, organization of information, infrastructure, including hardware, software and application systems.

Minimum 4 years evidenced working experience in library work, archives, information network administration or related field is required.

Demonstrated strong organizational, administrative and interpersonal skills;

Proficiency in current technologies including but not limited to Microsoft Office

Knowledge of how to use digital technologies effectively in promoting student learning

Knowledge of system development workflow and document flow processes

Ability to conduct research and gather information from a wide variety of standard and non-standard sources.

Ability to perform a wide range of application software development and maintenance tasks under minimum supervision.

Ability to perform analysis, modeling and interpretation of data in support of decision making.

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