

University Librarian at Presbyterian University of East Africa

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Job Description

The Presbyterian University of East Africa (PUEA) is a private university founded in by the Presbyterian Church of East Africa (PCEA). The University is registered with the Commission for University Education (CUE).

PUEA/UL/01/

About Job

The University Librarian at The Presbyterian University of East Africa (PUEA) acquires, organizes, manages, and distributes the library resources at the University. His/her responsibilities include supporting student research and developing effective IT facilities on campus, answering student questions, teaching students how to use the library system, and managing specialized library computer applications. He/she also manages university library staff, liaises with various academic staff, suppliers, and outside organizations.

Requirements for Appointment

A PhD. in library and information Science or related fields with 3 years as Deputy University Librarian and should have published a minimum of three articles in peer reviewed journals.

A Master's degree in Library and Information Science or related field from a recognized University.

A Bachelor's degree in Library Studies/Information Science or related field.

Five years' work experience in a library set up in an institution of higher learning.

Proficiency in Microsoft computer applications;

Be self-motivated team player with good inter-personal and communication skills.

Duties and Responsibilities

The University Librarian shall be responsible for and perform functions which include but not limited to the following:

Ensuring smooth and efficient running of the Library activities;

Ensuring indexing and abstracting of journal articles;

Supervising maintenance of the Library database;

Monitoring, publishing trends to advise on procurement of latest library information materials;

Communicating and interpreting library policies, procedures, to users;

Ensuring safe custody of the library facilities;

Supervising, weeding and discarding of library materials;

Cataloguing data for library materials in line with established international standards;

Providing input in the development and review of library technical service manual;

Preparing work plans and quarterly reports for the library;

Managing library systems within the University Library;

Developing Policies;

Training Other staff on information literacy;

Planning and Managing of systems development;

Designing and realizing of bibliographic database: and

Database Management and operations.

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