



CAREER OPPORTUNITY

KCA University is a dynamic private business university committed to quality service and ethical practices. KCA University seeks to recruit a candidate to fill the following position:

ASSISTANT LIBRARIAN

JOB OBJECTIVE

Provide Library administrative, clerical and technical support, including information and reference service, reader's advisory, cataloguing, circulation services, security of library resources and patrons and facilitate access to library for authorized users only

DUTIES AND RESPONSIBILITIES:

- Assist the Librarian in managing resources such as books, journals, website information and users enquires
- Circulation of Library resources to authorized library users as well as maintaining circulation files, records and statistics.
- Delivering information and learning skills courses for students and staff.
- Ensure only authorized items leave the library (checking to ensure that overdue items/books do not go out of the library)
- Ensure unauthorized items such as big bags, food stuffs are not brought into the library
- Ensure the library surrounding (environment) is conducive for learning i.e. free from noise, loud music
- Inform the Head of Library Services in cases of emergency, irregularities such as equipment or property damage, theft, presence of unauthorized persons or unusual occurrences
- Assist in enforcement of library regulations
- Assist in the movement of library books and other library resources across floors or as directed by the Head of Library Services
- Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.

QUALIFICATIONS AND EXPERIENCE

- Bachelors degree in Library and Information Science or;
Diploma in Library and Information Science with 2 years' relevant experience
- Knowledge of Library operations.
- Basic knowledge in security matters in Library
- ICT skills
- People skills.

How to Apply

Interested candidates who meet the above requirements should submit an application letter, a detailed CV including three referees, academic & professional certificates and a clear copy of your Kenya National ID via email to hrjobs@kcau.ac.ke by 20th March 2023.

Only shortlisted candidates will be contacted

The subject of your email should read: ASSISTANT LIBRARIAN

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