

3rd September 2009

VACANCY

Greetings to all.

The following vacancy has arisen within the **Library Department** and requires to be filled. The following is the job description and specification.

POSITION: LIBRARY ATTENDANT

JOB DESCRIPTION

PRIMARY DUTIES AND RESPONSIBILITIES

The incumbent will undertake duties as follows:

Job Specification

1. Performs data entry
2. Assists in performing duties at the circulation counter such as ensuring that books are borrowed and returned and in so doing, proper channels are followed: Arrangement of Library Cards: Filing interlibrary loan forms
3. Is responsible for classification of reading materials i.e. assigning information materials their various subjects or descriptors; assigning classification numbers; filing relevant information to the book cards as well as using the schedules and subject headings to classify all the information materials including audio visual materials..
4. Does book shelving, processing, labeling, accessioning and stamping i.e. assigning accession numbers to the newly acquired information materials; pocket pasting and making corrections to the old accession numbers following the correct procedures.
5. Assists in photocopying books and any other information materials for students
6. Assists in record editing i.e. editing and making corrections to the existing catalogs
7. Assists in cataloguing books and other library material i.e. entering bibliographic information of the available information materials into the computer database; designing the subject and author catalogs using the available format and printing out the cards; arranging and filing the author and subject catalogs into their respective boxes; updating the available carder and sorting out journals for binding.
8. Attends to enquires by Students and other staff who visit the library.

Competency

To perform the job successfully, the individual must demonstrate the following competencies

1. Ability to cope effectively in a diplomatic manner with the library users, especially when responding to difficult situations.
2. A positive attitude to meeting and helping people from a variety of backgrounds
3. Understanding and commitment to library users care and providing an effective service
4. Flexible attitude to work patterns and tasks
5. Honesty and reliability
6. Ability to work in a team structure and on one's own initiative and without supervision
7. Ability to work under pressure in a busy environment
8. Methodical, organised and able to follow procedures
9. Basic level of numeracy with good verbal, written and listening skill

Education and/or Other Requirements

1. Diploma in Library and Information science.
2. Computer skills
3. Must be conversant with **LC** Classification system and the **Koha Library System**.

If you feel you possess the above qualities, please forward your **application letter** and **Curriculum Vitae** indicating your daytime contacts to:

**The Human Resources Officer,
Tangaza College
P.O Box 15055-00509
Nairobi.
E-Mail: hr@tangaza.org**

Or drop the documents at the Human Resources pigeon hole. Only short listed candidates will be notified.

Closing date for applications is **Thursday 17th September 2009.**

Mercy Kibe
Human Resources Officer.

CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION