



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

ASSISTANT LIBRARIAN GRADE 11– DEPARTMENT OF LIBRARY AND INFORMATION SERVICES, AC/8/143/23– 4 POSTS

Applicants must have either a Bachelors degree **or** a Higher diploma in Library and Information Science or equivalent qualifications from a recognized learning institution; 3 years' experience as a Senior Library Assistant Grade DEF; Computer Literacy

Duties and Responsibilities

The duties of the successful candidate will among others include: selecting, developing, cataloging and classifying library resources, attending to students/ readers' enquiries, assist students/readers' use computer equipment, provide research advice and guidance to students and researchers, manage library enquiries desk and also enforce library rules

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded through applicants' Heads of Departments, where applicable, and be addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-allaisd@uonbi.ac.ke

CLOSING DATE: FRIDAY, AUGUST 18, 2023

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**