

NATIONAL UNIVERSITY OF LESOTHO



VACANCY

The National University of Lesotho invites applications from suitably qualified candidates for the vacant position of the **University Librarian**. The University offers a competitive remuneration package on a four (4) year performance based contract.

APPLICATION PROCEDURE

Interested candidates should submit their applications electronically to registrar@nul.ls on or before **16:30hrs on Friday the 29th March, 2019**. Alternatively hard copies of applications may be delivered to the Secretary of the Joint Committee of Council and Senate, C/O Office of the Registrar, NUL, Roma.

Submissions should include a motivation letter not exceeding 600 words, a detailed curriculum vitae, certified copies of academic certificates, names and contacts of three referees, with at least one from an institution of higher learning, the current or most recent employer.

Applicants must ensure that their referees submit **signed** reference letters directly to NUL. Both the application and reference letters should be sent directly to the Registrar as shown above.

For further clarifications, please contact the Registrar at; +266 22 340 601 or +266 22 340 264.

Below is a detailed Job Description for the position of University Librarian.

Job Description

Position:	University Librarian
Department:	Academic
Responsible to:	Pro-Vice Chancellor (PVC)
Location:	National University of Lesotho (Roma)
Responsible for:	Head of Client, Access, Training & User Supporter, Head Information Resource Management and Assistant Registrar

1. QUALIFICATIONS

1.1 Educational Background and Experience:

A Doctoral Degree in Library and Information Studies or related fields with at least four (4) years relevant working experience in senior management, library and information systems administration.

or

A Master's Degree in Library & Information Systems or related fields, with at least five (5) years working experience in institutions of higher learning and three (3) years' experience at middle management level.

2. OTHER NECESSARY KNOWLEDGE AND EXPERTISE

2.1 Knowledge, Skills and Expertise:

- a) Ability to work with relevant library and information systems package with an extensive and in depth knowledge of technological development;
- b) Ability to think strategically manage multiple and complex tasks and broker consensus at various levels;
- c) Ability to work independently and in a team;
- d) Ability to mobilise resources and source information for the library in various forms;
- e) Possession of leadership, communication and planning skills, and good project management skills;
- f) Ability to analyse and solve problems with keen attention to details;
- g) Ability to withstand pressure of heavy workloads within tight deadlines;
- h) Ability to manage change and act as a change agent.

3. PURPOSE OF THE JOB

The University Librarian is responsible for the administration of the library and for the implementation of the policies of the University with respect to the development of the library and information systems.

4. JOB SUMMARY

The incumbent will be responsible for the following tasks; provide secretarial services to the library board, formulate implement and monitor library policies, provide information and support to the teaching, learning, community, research and administrative services of the University, ensure implementation of international, national, and NUL library, ensure implementation of performance management system in the library, improve availability and access to information resources, manage the library budget and expenditure and manage the administration of the department.

5. DUTIES AND RESPONSIBILITIES

5.1 To provide secretarial services to the library board:

- a) To review the terms of reference of the library board in consultation with the chairman of the board;
- b) To develop annual meeting schedule for the academic year in consultation with the chairman;
- c) To develop agenda items in consultation with the chairman;
- d) To issue invitations to members;
- e) To take minutes and action list during board meetings;
- f) To develop reports for the board;
- g) To prepare annual reports for the review and approval of the board

5.2 To formulate, implement and monitor Library Policies:

- a) To formulate collection development policy;
- b) To review book suggestions forms and other tools;
- c) To review short loan deposit form;
- d) To review inter-library loan request form;
- e) To review and update databases;
- f) To develop Information Repository policy;
- g) To review archives policy;
- h) To make an input in other NUL policies;
- i) To review the rules and regulations of the library;
- j) To develop monthly reports.

5.3 To provide information and support to the teaching, learning, community, research and administrative services of the university:

- a) To develop a needs assessment tool;
- b) To conduct needs assessment with Deans and Directors;
- c) To analyze the filled needs assessment forms;
- d) To develop a needs assessment report;
- e) To make recommendations to the library board;
- f) To provide relevant and up-to-date information resources to clients;
- g) To develop monthly report.

5.4 To Ensure implementation of International, National &NUL library standards and procedures:

- a) To forge relations and maintain membership with International Federation of Library Associations (IFLA);
- b) To implement the IFLA standards within the NUL Library;
- c) To forge relations and maintain membership with Lesotho Library Association;
- d) To implement the Lesotho Library Association standards within the NUL Library;
- e) To forge relations and maintain membership with Lesotho Library Consortium;
- f) To implement the Lesotho Library Consortium standards in the NUL Library;
- g) To implement CHE standards in the NUL Library;
- h) To develop monthly report.

5.5 To Ensure Implementation of Performance Management System in the library:

- a) To make an input in review/development of the PMS guidelines;
- b) To make an input in review/development of PMS policy;
- c) To suggest changes/modifications on the job descriptions of library staff;
- d) To make suggestions on review/development of PMS tools (forms, work plan forms etc.);
- e) To develop operational plan for library;
- f) To facilitate refresher training on PMS for library staff annually;
- g) To give guidance to library staff during the development of annual work plans;
- h) To compile library staff assessment forms for submission to the PVC;
- i) To develop a report on library staff assessment of performance;
- j) To develop a development plan for library staff;
- k) To compile a training plan for library staff;
- l) To develop monthly report.

5.6 To improve availability and access to information resources:

- a) To conduct infrastructural needs assessment for digital information resources;
- b) To develop a proposal on the phases for digitizing to the library board;
- c) To participate in relevant research and instructional information literacy programmes;
- d) To provide relevant and up-to-date digital information resources;
- e) To develop a report on the digital information resources.

5.7 To manage the library budget and expenditure:

- a) To initiate departmental budget meeting;
- b) To prepare the annual library budget;
- c) To compile the library budget for submission to the bursar;
- d) To ensure proper expenditure as per the budget;
- e) To prepare a financial report for bursar.

5.8 To Manage Administration of the Department:

- a) To participate in the recruitment of library staff;
- b) To attend SMT, Senate, NASAC, ASAC, and APC meetings;
- c) To develop scheduled departmental meetings;
- d) To act in senior offices as instructed by the authorities;
- e) To source funding for short-term trainings;
- f) To participate in NUL projects;
- g) To ensure compliance with CHE standards.

6. KEY PERFROMANCE AREAS AND KEY PERFORMANCE INDICATORS

Key Performance Areas (KPA's)	Key Performance Indicators (KPIs)
6.1 Provide secretarial services to the library board.	<ul style="list-style-type: none"> • Reviewed terms of reference of library board. • Developed annual meeting schedule. • Developed board reports. • Developed annual reports.
6.2 Formulate, implement and monitor library policies.	<ul style="list-style-type: none"> • Developed Collection policy. • Reviewed book suggestion forms and other tools. • Reviewed inter library loan request form. • Reviewed and updated data bases. • Developed information repository policy. • Reviewed archive policy. • Reviewed rules and regulations of the library. • Developed monthly reports.
6.3 Provide information and support the teaching, learning, community, research and administrative services of the University.	<ul style="list-style-type: none"> • Developed needs assessment tool. • Needs assessment conducted with deans & directors. • Developed needs assessment report. • Submitted recommendations to library board.
6.4 Ensure implementation of International, National and NUL Library Standards and NUL.	<ul style="list-style-type: none"> • Maintained membership with international federation of library Association(IFLA) & Lesotho Library Association • Implemented national and international standards • Implemented CHE standards • Developed monthly reports
6.5 Ensure implementation of Performance Management system in the library.	<ul style="list-style-type: none"> • Modified/reviewed job descriptions for library staff. • Developed annual operational plan. • Assessed library staff members. • Developed training/development plan.
6.6 Improve availability and access to information resources.	<ul style="list-style-type: none"> • Developed report on infrastructural needs assessment for digital information. • Developed proposals for digitizing the library • Provided digital information to NUL community. • Developed monthly report.
6.7 Manage the library budget and expenditure.	<ul style="list-style-type: none"> • Developed annual library budget. • Submitted budget.
6.8 Manage Administration of the Department.	<ul style="list-style-type: none"> • Participation in recruitment of library staff. • Developed schedule for departmental meetings.