

# The National University Of Lesotho



## VACANCY

<b>POST NO.</b>	<b>0760 – LIBRARIAN CATUS</b>
<b>DEPARTMENT</b>	<b>THOMAS MOFOLO LIBRARY</b>
<b>LOCATION</b>	<b>NATIONAL UNIVERSITY OF LESOTHO</b>

Applications are invited from suitably qualified candidates for the position of Librarian/Senior Librarian at the National University of Lesotho. The successful candidate will be part of the professional Library Staff Cadre based in the Client Access, Training and User Support (CATUS) Divisions of the library. The post is on contract for non-Basotho and on permanent and pensionable appointment for Lesotho nationals

### MINIMUM QUALIFICATIONS

- A Master's degree in Library and Information Science or related degree
- A minimum of one year post-qualification experience in an academic library
- Understanding of ICT tools, practices, and their applications
- Familiarity with the Library System, with an added advantage of Millennium Package plus ITS interfaces
- Working knowledge of library reference materials, including but not limited to: Internet, online searching, CD-ROM services, etc
- Strong commitment to reference service, library instruction and information literacy principles
- Excellent oral and communication skill
- Strong customer service orientation
- **AGE:** Interested candidate should be in the range of 25-55 years old.

## **DUTIES**

- Answerable to the Head of Department
- Answer information questions in the library, by telephone, by mail and any other methods
- Provide research assistance to library users
- Promote the effective use of information resources through instruction
- Select and organize suitable materials for the reference collection and make recommendations for additions to the general collection
- Liaison with faculty and administrators concerning future academic directions, program needs, and changes in course offerings that may impact how the Library supports the department/program
- Ensure there is Selective Dissemination of Information (SDI), Current Awareness Service (CAS) as effective interaction with the target clientele
- Coordinate and participate in Information Literacy lessons to students and staff
- Mentor and supervise Access staff from whom to receive periodic statistics and report as necessary
- Demonstrate understanding of contemporary library practices, trends and emerging technologies
- Competency with social media platforms
- May, on rotational basis, act in the absence of the Head
- Perform any other duties assigned from time to time by Head of Division.

## **RENUMERATION**

The University offers salaries and benefits commensurate with qualifications and experience.

## **TYPE OF CONTRACT**

Permanent and pensionable/gratuitable for Locals and Contract for Non-Locals.

## **INFORMATION REQUIRED FROM CANDIDATES**

- (a) Application letters should state relevant qualifications and experience and provide other information that will assist the University to determine the candidate's suitability for the position.
- (b) Applicants should quote the vacancy number of the post applied for;

- (c) Provide current CV's (including telephone, telefax and e-mail).
- (d) Provide **names** and **contact details** of three (3) professional references from Lead Consultants, Project Managers and Employers (current or previous).
- (e) Comprehensive curriculum vitas, certified copies of educational certificates and transcripts.

*Applications should be addressed and sent to:*

**Director - Human Resources**

**National University of Lesotho**

**P.O. Roma 180**

**LESOTHO**

**OR**

emailed to [dhhr@nul.ls](mailto:dhhr@nul.ls)

**The closing date for receiving full applications for the position is 24th May, 2019.**

***DISCLAIMER: Applicants who do not receive any response within three months after the closing date must consider their application unsuccessful.***