

# **The National University Of Lesotho**



## **VACANCY**

<b>POST NO.</b>	<b>0805 – TRAINEE LIBRARIAN</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 a Trainee Librarian at the National University of Lesotho. The successful candidate will be part of the professional library staff cadre based in the Clients Access, Training and User Support (CATUS) and Information Resource Management (IRM) Divisions of the library. The post is on permanent and pensionable appointment.

### **MINIMUM QUALIFICATIONS**

- BA in any field of study and Diploma in Library and Information Studies or 10 years experience in an academic library
- A minimum of one year experience in an academic library
- Understanding of ICT practices, application and tools in academic libraries
- Familiarity with the Library System, with an added advantage of Millennium Package plus ITS interfaces
- Experience in an online and offline information management.

### **DUTIES**

- Under the supervision of the relevant Head of Department, participate in timely acquisition, processing and delivery of information to the clients; and follow up on feedback

- Perform indexing of library documents and archival material
- Provide professional library services to patrons including: assisting patrons in the selection of books and materials; locating reference materials; researching complex reference questions; and explaining library policies and procedures.
- Review books and other library materials and recommends purchase.
- Develop and maintains general and specific library collections; determine materials to be discarded.
- Plan, schedule, and publicize library programs, exhibit events.
- Plan and conduct public tours of library facilities and make oral presentations before public groups.
- May be in charge of the mobile library.
- Maintain records and prepare reports and correspondence
- As Assistant Subject Librarian interact with assigned faculty/departments
- Perform any other duties assigned from time to time.

## **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 [dhrr@nul.ls](mailto:dhrr@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.***