

# **The National University Of Lesotho**



## **VACANCY**

<b>POST NO.:</b>	<b>3330 – ASSISTANT SYSTEM 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 Assistant Systems Librarian/Trainee Systems Librarian at the National University of Lesotho. The post is on a two-year contract.

### **MINIMUM QUALIFICATIONS**

- BSc in Computer Science/Information Technology or BA in Library and Information Science with flair in Information and Communication Technologies (ICT).
- A minimum of two years post-qualification experience in an academic library
- Competent in ICT tools, practices, and their applications in a digital library environment
- Familiarity with the Library System, including the management of Integrated Library System (ILS) preferably Millennium Package/Sierra plus ITS interfaces
- Demonstrate ability to manipulate social media devices for the benefit of NUL library users
- Understanding of digital library operations.
- **AGE:** Interested candidate should be in the range of 25-55 years old.

## **DUTIES**

- Under the supervision of Head of Department propel the development of NUL Digital Library
- Manage the Library database and maintain its Website
- Participate in ICT related policy formulation, revision and implementation in all sections of the library
- Advance the ideals of Open Access movement, Institutional Repository and, Open Education Resources (OERs)
- Prepare regular training and development programs for library staff members.
- Instruct and meet the technical needs of library users and staff in technology and equipment use.
- Take part in Information Literacy lessons offered to learners, lecturers and researchers
- Work closely with other relevant NUL structures to ensure troubleshooting and a comprehensive, as well as harmonious provision of a library and information service campus-wide
- Keep abreast of current and rapidly changing technological field.
- Subject Librarian, interact with relevant faculties/departments effectively
- Perform any other duties assigned from time to time.

## **RENUMERATION**

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

## **TYPE OF CONTRACT**

Two (2) year contract.

## **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.***