

The National University Of Lesotho



VACANCY

POST NO.	3355 – ASSISTANT LIBRARIAN (ARCHIVES)
DEPARTMENT	THOMAS MOFOLO LIBRARY
LOCATION	NATIONAL UNIVERSITY OF LESOTHO

Applications are invited from suitably qualified candidates for the position of Assistant Librarian at the National University of Lesotho. The successful candidate will be part of the Senior Library Staff Cadre and will be based in the Clients Access, Training and User Support (CATUS) and Information Resource Management (IRM) Divisions of the library.

MINIMUM QUALIFICATIONS

- BA in Library and Information Studies
- A minimum of three years' experience in an academic library
- Understanding of ICT practices, application and tools in academic libraries
- Familiarity with Innovative Interfaces (INNOPAC) software package is the requirement
- Experience in online and offline subject searches
- Extensive knowledge in Archives and Records Management.
- **AGE:** Interested candidate should be in the range of 25-60 years old.

DUTIES

- Cataloguing and indexing Archival library materials
- Communicating with system Librarian regarding the system and software in operation
- Liaise with Acquisition Department on pre-cataloguing matters

- Maintain author and subject authority files
- Participate in Information Literacy lessons
- As a 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

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

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.

