

# The National University Of Lesotho



## VACANCY

<b>POST NO.:</b>	<b>3380 – LIBRARIAN IRM/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 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) and Information Resource Management (IRM) Divisions of the Library.

### MINIMUM QUALIFICATIONS AND REQUIREMENTS

- A Master's Degree in Library and Information Science or related degrees
- A minimum of two years post-qualification experience in an academic library
- Competency in ICT tools, practices, and their applications
- Familiarity with the Library System, with an added advantage of Millennium Package
- Excellent oral and communication skill
- **AGE:** Interested candidate should be in the range of 25-55 years old.

### DUTIES

- Answerable to Head of Department
- Catalogue and classify library materials in all physical formats and subjects (books, electronic resources, serials and media)

- Ensure and facilitate convenient retrieval, access and use of all material using standardized methods
- Interpret and apply Library of Congress Subject Headings, Dewey Decimal Classification System, MARC21 and OCLC Input Standards in cataloguing and classification of library materials
- Ensuring quality and accuracy by performing needed authority work in the database
- Keeps abreast of emerging standards , technologies and processes
- Ensure there is Selective Dissemination of Information (SDI), Current Awareness Service (CAS) as effective interaction with the target clientele
- Participate in Information Literacy lessons to students and staff
- As a Subject Librarian, interact with relevant faculties/departments effectively
- May, on rotational basis, act in the absence of the Head of Department
- 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.***