

The National University Of Lesotho



VACANCIES

LIBRARY

POST NOs: 0265, 3432 & 3411 - LIBRARY ACCESS ASSISTANTS

Applications are invited from suitably qualified candidates for the positions of Library Access Assistants at the National University of Lesotho.

Qualification and Experience:

- ◆ Diploma in Library and Information Studies
- ◆ Working experience in an academic library environment

Responsibilities:

- ◆ Working at the circulation desk, charging and discharging print and non-print materials using an automated system
- ◆ Answering user inquiries regarding availability of specific items and their status, as well as status of specific collection material following established guidelines
- ◆ Answering routine inquiries and referring users/clients in need of professional assistance to librarians
- ◆ Maintain the reserved collection materials
- ◆ Shelving, shelf-reading, retrieving and shifting library materials
- ◆ Assisting in the preparation and implementation of library orientation
- ◆ Assisting in general library duties as required

Knowledge, Skills and Abilities:

- ◆ Basic computer skills
- ◆ Strong written and verbal communication skills
- ◆ Commitment to a high level of customer care
- ◆ Ability to sustain attention to detail
- ◆ Ability to establish and maintain effective working relationships with faculty, staff and co-workers as well as to deal patiently, tactfully and effectively with student user population and other library users
- ◆ Knowledge of standard library organization, policies, regulations and procedures
- ◆ Required to take weekends, evenings, public holidays and examinations week shifts

Employment type:

The appointment for these posts shall be one on temporary and two on permanent and pensionable terms

Other Information

Applicants are to address the stated qualifications and provide other information to assist the University to determine their suitability for the position. They should also quote the number of the post applied for, provide current CVs (including telephone, telefax and e-mail) plus certified copies of educational certificates, transcripts and three typed references. Applicants should inform their referees to submit their references directly to the address below, before the stipulated closing date. References addressed **"TO WHOM IT MAY CONCERN"** will not be considered as references.

Applications and references should be addressed to **the Director of Human Resources, National University of Lesotho, P O Roma 180, Lesotho** or e-mailed to dhrr@nul.ls.

The closing date for receiving applications for the above position is **12TH OCTOBER, 2018**