



MULUNGUSHI UNIVERSITY
Pursuing the frontiers of knowledge
JOB OPPORTUNITY
INTERNAL ADVERTISEMENT

The Council of Mulungushi University as an equal opportunity employer, is inviting qualified and sufficiently motivated individuals to apply for the following positions in the University on permanent and pensionable conditions of service:-

1.0 SENIOR LIBRARY ASSISTANT (1 position)

Job Purpose: To provide professional support and assist in the development, promotion and delivery of library services.

Main Duties and Accountabilities

Trained in basic professional librarianship with the capacity to handle the following tasks:

- Acquisition work
- Basic cataloguing and Classification work (using Koha Library System)
- Basic documentation work (coding and data entry)
- Basic information technology (IT) work (database updates etc.)
- Basic reference work
- Circulation control
- Compiling of basic and statistical reports
- Stack management
- Rendering assistance to library users during evening and weekends on rotational basis
- Any other duty assigned by the Supervisor

Job Requirements:

1. A Grade 12 School Certificate with at least five (05) credits or better that must include English Language and Mathematics
1. Diploma in Library and Information Studies (Dip. Lib.) from a recognized Institution
2. Ability to professionally process and manage all types of Library information resources with little or no supervision
3. Interacts with a cross section of people requiring good command of spoken English or effective communication
4. Computer Literate
5. Self-motivated
6. Prior library work in a library environment would be an added advantage

2.0 LIBRARY ASSISTANT (1 position)

Job Purpose: To perform basic library routines and provide assistance towards the development, promotion and delivery of library services.

Main Duties and Accountabilities

- Manning service points(Circulation Desk, Short Loans Section, etc)
- Library membership registration
- Rendering assistance to library users during evening and weekends on rotational basis
- Carry out end processes (Labelling, stamping, securing library materials, etc)
- Shelving and shelf reading
- Any other duty assigned by the Supervisor

Job Requirements:

1. A Grade 12 School Certificate with at least five (05) credits or better that must include English Language and Mathematics
2. Certificate in Library Studies (Cert. IT)
3. Good communication and interpersonal skills
4. Willingness to work in a shift system, including at weekends and during evenings
5. Self-motivated
6. Computer Literate
7. Any other duty assigned by the Supervisor

MODE OF APPLICATION

Candidates meeting the stated requirements are required to submit their application letters, in **hard copy**, to which the following must be attached;

1. Certified copies of academic and professional qualifications
2. An updated Curriculum Vitae that must provide full personal particulars including full name, date of birth, qualifications, employment history and experience, date of availability, mobile contact number, e-mail address, name and address of three traceable referees, two of whom should be professionally acquainted with the candidate and one character referee

Applications must be addressed to:

The Registrar
Mulungushi University
P O Box 80415
KABWE

Closing date for receipt of applications is 15th January, 2024