

1.0 EXCITING CAREER OPPORTUNITIES

The Management University of Africa (MUA) is a private University in Kenya with its main campus in Kisaju, Kajiado County and a town campus in South C, Nairobi. We envision being a premier University providing Management and transformative leadership solutions worldwide. We are looking for dynamic, self-driven and result oriented library professionals to fill the following position.

2.0 LIBRARIAN - 2 POSITIONS

The purpose of the job is to ensure that the library is run professionally while ensuring that users have access to current and appropriate information resources. The job holders are expected to keep abreast of emerging and contemporary technological developments and trends in library practice as well as responding to changing user information seeking behaviours.

2.1 PRINCIPLE ACCOUNTABILITIES

The positions will involve assisting the University librarian to:

- a) Co-ordinate overall provision of library and information services at the University;
- b) Identify staffing and training needs and advising accordingly;
- c) Evaluate library collections, services and equipment in relation to users' needs and developing appropriate interventions and solutions;
- d) Participate in library professional associations activities, coordinate library research and spearhead publication of researched knowledge in refereed academic journals;
- e) Develop appropriate training programmes for staff and users in the use of automated library systems;
- f) Co-ordinate selection and acquisition of appropriate library materials and equipment;
- g) Develop library policies and standard operating procedure manuals and coordinate on-the-job training of staff to understand and implement them;
- h) Any other duty as may be assigned from time to time by the supervisor.

2.2 REQUIREMENTS, KNOWLEDGE AND SKILLS

- a) Masters in Library and Information Science;
- b) Minimum of 5 years of professional experience in a large academic or research Library as an assistant Librarian;
- c) Member Kenya Library Association (KLA);
- d) Information Management;
- e) Leadership and facility management;

- f) Teaching information literacy
- g) Resource mobilization
- h) Networking and Negotiation
- i) Lobbying and advocacy
- j) Monitoring and evaluation
- k) Research
- l) Budgeting
- m) Report writing
- n) ICTs skills such as use of web based applications
- o) Interpersonal relations
- p) Communication – oral and written
- q) Knowledge of information resources, sources, services and systems.

3.0 HOW TO APPLY

Interested candidates who satisfy the requirements above should forward their applications accompanied by a detailed CV, email address, day time telephone contact, name and contact information of three referees. The applications should reach the undersigned not later than 1st April 2022. Management University of Africa is an equal opportunity employer.

THE VICE - CHANCELLOR
Management University of Africa
P. O. Box 29677 - 00100, NAIROBI
Email: vc.jobapplications@mua.ac.ke