

**EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY**

Pwani University, a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University has a vacancy for the position of **Library Assistant I**.

**LIBRARY ASSISTANT I GRADE 7      2 POSITIONS      REF: PU/ADV/02/10/2025**

**REQUIREMENTS FOR THE POSITION OF LIBRARY ASSISTANT I GRADE 7**

This is a middle level to this cadre in the University. The appointment is on a contract basis.

**Academic Qualification**

The candidate must have a minimum of a Diploma in Library and Information Science/Studies from a recognized institution. A Degree in Library and Information Science/Studies or related discipline from a recognized institution is an added advantage

**Experience**

The candidate must have a minimum of **six (6) years** of continuous relevant work experience, **three (3)** of which should be at the level of a **Library Assistant II** or comparable grade with proven integrity, honesty, independence, innovativeness and compliance to deadlines.

In addition, the candidate should have experience in the following:

- Exposure in assisting guests with internet access
- Exposure in digitization of information
- Exposure in documentation of information materials
- Exposure in uploading content to the institutional repository
- Exposure in cataloguing and classification of newly acquired materials
- Maintenance of records of books borrowed and returned
- Sorting and shelving of books according to the classification system in place

**Responsibilities**

- Carry out relevant newspaper circulation and support user access
- Contribute to the cataloguing of new materials, special collections and the maintenance of library catalogue.
- Create, Edit and Update KOHA bibliographic data
- Identify and research new resources for the library, to include book stock, periodicals, electronic resources.
- Identify user information needs, search, retrieve, download, catalogue and enable users access
- Maintain decorum, good etiquette and professionalism at all times
- Oversee students and staff studying in the Library, using computers, equipment and books on a daily basis.
- Participate in all house-keeping routines, over-due fines charging, shelving and shelf reading.
- Participate, in collection development, care, stocktaking, withdrawal and vigilance at all times
- Participate in library meetings, events, outreach, resource mobilization, training, induction and orientation

- Perform circulation services by answering calls, make reservations, charging and discharging materials.
- Provide guidance and support to users on enquiries related access to information use skills and O P A C.
- Receive new users/visitors and direct them to the relevant staff with requisite skills to handle them.
- Report punctually and remain at relevant work station whenever on duty as required
- Retrieve and compile bibliographical information in both print and electronic formats.
- Troubleshoot other Library Information Management software's as appropriate.
- Other responsibilities of a similar nature as required by the Library Services.

### **Skills**

The Candidate must have

Communications Skills

Relevant computer skills

Teamwork skills



### **TERMS OF SERVICE**

Benefits for the above positions include a competitive basic salary, house allowance, medical cover for staff and dependents, life Insurance, opportunities for further development and training and other regular allowances as determined by SRC.

Interested applicants should submit **four (4) copies** of their application accompanied by a detailed Curriculum Vitae (detailing academic qualifications, professional experience, academic leadership, publications, awards/scholarships/funding, membership to professional associations and linkages) and copies of certificates. Applicants should also provide names and contact addresses of three referees who are knowledgeable of the competence of the applicant.

**Applications and letters of recommendation from referees should be addressed to:**

**The Vice Chancellor  
Pwani University  
P. O Box 195-80108, Kilifi**

**Candidates with foreign qualifications MUST submit a Certificate of Recognition from the Commission of University Education (CUE).**

**Pwani University is an equal opportunity employer, female candidates and persons living with disability are encouraged to apply. The latter should attach their National Council for Persons with Disability (NCPWD) Certificate.**

The deadline for submitting applications is **Friday 24<sup>th</sup> October, 2025**. Applications received later than this date **will not** be considered

**Please Note that:** Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification

### **NO FEE**

**PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)**