



## UNIVERSITY OF NAIROBI

### INTERNAL ADVERTISEMENT

Applications are invited for the following position:

#### **SENIOR LIBRARY ASSISTANT, GRADE DEF, LIBRARY INFORMATION SERVICES, CENTRAL ADMINISTRATION AD/7/120/24 - 5 POSTS**

#### **Job Specifications**

Applicants shall:

- i Be holders of either a Bachelor's Degree OR a Higher Diploma in Library and Information Science or equivalent qualifications from a recognized learning Institution.
- ii Have five (5) years' experience at the level of a Library Assistant grade 5/6/7 (ABC)
- iii Be Computer Literate.

#### **Duties and Responsibilities**

The successful candidate will among other assignments be expected to: Assist library clients with finding books and responding to their queries, check books in and out, manage the library's circulation system, Shelve and organize books, ensuring that they are easy to find and in good condition, Maintain and organize the library's periodical collection.

#### **NOTES**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded to the Deputy Registrar, Recruitment and Training, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to [recruit-slalibis@uonbi.ac.ke](mailto:recruit-slalibis@uonbi.ac.ke) :

**CLOSING DATE: TUESDAY, AUGUST 13, 2024**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.  
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**