



## MAMA NGINA UNIVERSITY COLLEGE

### CAREER OPPORTUNITIES IN A FAST GROWING INSTITUTION

Mama Ngina University College (MNUC) is a constituent College of Kenyatta University that was established by *Legal Notice No. 193* issued in accordance with the *University Act No. 42 of 2012* and published as the *Mama Ngina University College Order* on September 2021. The University College seeks to recruit competent and dedicated applicants to fill up the following position in the Library Department.

#### 1.0 LIBRARY DEPARTMENT

##### a) POST OF ASSISTANT LIBRARIAN - GRADE 11 Ref: MNUC/LD/001/2024

#### ROLES AND RESPONSIBILITIES

- i. Preparing duty rota for effective service delivery for deployment of library staff;
- ii. Participating in the delivery of face-to-face and online enquiry services;
- iii. Supporting and contributing to the development of relevant modules of the Library Management System;
- iv. Participating in management of the premises, ensuring safe, clean and well-maintained environments, equipment and facilities;
- v. Evaluating the information resources available and identifying areas of improvement to provide relevant resources to library users;
- vi. Contributing to overall library collection management and development;
- vii. Ensuring the application of the University College library policies, procedures and guidelines;
- viii. Participating in the delivery of student induction programmes;
- ix. Liaising with the academic programme departments through receiving the book request orders;
- x. Management of digital library collections and electronic resources including an institutional repository;
- xi. Administer library applications in the University server;
- xii. Training staff and students on the use of library systems and software's;
- xiii. Maintaining the Library website and database;
- xiv. Assist students and staff to effectively use the Library's catalogue.

#### QUALIFICATIONS

For appointment to this grade, an officer must have

- i. Bachelor's Degree in Library/Information Science or equivalent from an accredited and recognized university;
- ii. At least six (6) years' relevant work experience;
- iii. Proficiency in computer applications;
- iv. Shown merit and ability as reflected in work performance and results;
- v. Membership in good standing to a relevant Professional body will be an added advantage;

- vi. Fulfil the requirements of Chapter 6 of the Constitution.

### **TERMS OF SERVICE**

The appointed candidate will be remunerated as per the Inter Public University Councils Consultative Forum (IPUCCF) and CBA 2017- 2021 Approved Salary Rates.

### **APPLICATION PROCEDURE**

1. Candidate may submit manual (hard copy) or electronic (online) applications.
2. All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials, letters of appointment as lecturers and other relevant supporting document. Lack of evidence supporting University teaching experience will lead to disqualification.
3. Scanned copies of the stated documents must accompany online application.
4. Those applying online should follow the steps below;
  - i. Browse MNUC website and view featured jobs
  - ii. Login or Create an account if you don't have an account
  - iii. Complete job profile by filling all applicable information
  - iv. Upload your documents on the documents upload - you can upload all applications documents and update when necessary
  - v. Preview profile summary to confirm details are up-to date
  - vi. View current jobs- on the dashboard
  - vii. Apply by composing cover letter and attach required documents for the job
  - viii. Submit the application
  - ix. Wait for feedback
5. Manual applications should be submitted in a sealed envelope clearly marked “Assistant Librarian - Grade 11” and delivered to:

**Principal  
Mama Ngina University College  
P.O BOX 444-01030  
Gatundu.**

6. All applications should reach Mama Ngina University College on or before 24<sup>th</sup> May, 2024 not later than 5.00 pm (East African Time)

**MNUC is an equal opportunity employer and canvassing will lead to automatic disqualification. *PWD'S are encouraged to apply***

**Only shortlisted candidates will be contacted.**