



MAMA NGINA UNIVERSITY COLLEGE

CAREER OPPORTUNITY IN A FAST GROWING INSTITUTION

Mama Ngina University College (MNUC) is a constituent College of Kenyatta University (KU) 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 the following position:

1.0 OFFICE OF THE DEPUTY PRINCIPAL

a) POST OF ASSISTANT LIBRARIAN - GRADE E/F - REF: MNUC/DP/AL/001/2025

Areas of Specialization – Library Studies, Library Science, Information Science or equivalent

Person Specifications

- i. An earned Master's Degree in Library Studies, Library Science, Information Science or equivalent qualification from a recognized and accredited institution;
- ii. An earned Bachelor's Degree in Library Studies, Library Science, Information Science or equivalent qualification from a recognized and accredited institution;
- iii. Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Senior Library Assistant Grade C/D or in a comparable position from industry;
- iv. Registered with a relevant professional body;
- v. Demonstrated merit and ability as reflected in work performance and results;
- vi. Proficient in computer applications.

Job purpose

This cadre of Staff is responsible for the general maintenance of the University College Library and will work under the guidance of a senior officer.

Duties and responsibilities;

- i. Ensuring the smooth and efficient running of the Library services and maintaining of the Library database;
- ii. Indexing and abstracting journal articles;
- iii. Preparing work plans for junior officers and coordinating their activities;
- iv. Preparing departmental quarterly reports;
- v. Supervising charging and discharging of library information resources to users;
- vi. Coordinating provision of reference and referral services to library patrons;

- vii. Ensuring distribution of publishers' catalogues to faculty deans and heads of departments;
- viii. Cataloguing and classification of newly acquired information resources;
- ix. Verifying bibliographic details of library materials;
 - x. Maintaining and operating library management systems;
 - xi. Stock editing;
 - xii. Teaching Library Skills and user education; and
 - xiii. Offering ICT services in various categories of users.

TERMS OF SERVICE

Employment for the above position will be on permanent and pensionable terms. The appointed candidate will be remunerated as per the Inter Public University Councils Consultative Forum (IPUCCF) and 2021- 2025 CBA approved salary rates.

APPLICATION PROCEDURE

1. Candidates may submit either manual (hard copy) or electronic (online) applications.
2. All applications should be submitted together with a detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates and testimonials.
3. The stated documents must accompany the online application as one scanned PDF document.
4. Those applying online should send their applications to recruitment@mnu.ac.ke
5. Manual applications should be submitted in a sealed envelope clearly marked for the position being applied for and delivered to:

**The Principal,
Mama Ngina University College,
P.O Box 444-01030,
GATUNDU.**

6. All applications should reach Mama Ngina University College on or before **10th December, 2025** not later than **5.00 p.m.** (East African Time).

MNUC is an equal opportunity employer and canvassing will lead to automatic disqualification.

PLWD'S and those from marginalized communities are encouraged to apply

Only shortlisted candidates will be contacted.