CAREER OPPORTUNITY

KCA University is a dynamic private business university committed to quality service and ethical practices. KCA University seeks to recruit a highly motivated and innovative candidate to fill the following position;

LIBRARY ASSISTANT: AMAGORO CAMPUS

JOB OBJECTIVE

To ensure smooth running of the library with regard to offering support in; advisory, copy cataloguing, circulation, administrative, information and reference services.

DUTIES AND RESPONSIBILITIES:
- Setting up and managing Amagoro Campus Library
- Creating and updating information resources (electronic and printed)
- Assisting researchers with literature searches using databases, printed resources and the internet.
- Managing the library resources like; books, journals, website information and user inquiries.
- Entering cataloguing data into the library automated systems; classification of library resources.
- Circulation of library resources to authorized library users as well as maintaining circulation files, records and statistics.
- Delivering information and learning skills courses for students and staff.
- Participation in stocktaking and control and contributing to the long term plans of the library.
- Any other duties as may be assigned to you by your supervisor.

QUALIFICATIONS AND EXPERIENCE

- Diploma in Library and Information Science
- MS. Office proficiency/Computer literacy
- Minimum six months experience

OTHER SKILLS AND COMPETENCES
- Good Communication and computer skills
- Independent decision making
- Excellent interpersonal relations skills (customer care skills)

Interested candidates who meet the above requirements should submit an application letter indicating current and desired salary, a detailed CV, and three references via email to hr@kca.ac.ke so as to be received not later than **13th March, 2015**. **KCA-U staff are encouraged to apply.**

Only shortlisted candidates will be acknowledged.

The Human Resources Director,
KCA University,
P.O Box 56808-00200,
Nairobi.