



# THE UNIVERSITY OF ZAMBIA

## EMPLOYMENT OPPORTUNITIES

Applications are invited from suitably qualified and experienced persons to fill the following positions in the **University Library** at the University of Zambia on **short-term basis of six (6) months**:

### **JOB TITLE: SENIOR LIBRARY ASSISTANT - 8 POSITIONS**

**PURPOSE:** Responsible for Planning, service provision, organization and arrangement of stock and operational performance review.

### **RESPONSIBILITIES:**

- Assisting with the planning and running of the library user's education and training programme;
- Assisting with the collection development via book selection;
- Assists in preparing and processing of exchange materials of journals;
- Supervising and managing other staff;
- Contributing to the development of library policy documents through sectional meetings
- Participating in building and management of the integrated library management system
- Contributing to the university's electronic resources, in particular assisting in the scanning of documents
- Processing books for reservations.
- Providing basic IT support and also ensuring access to electronic resources to users;
- Processing of University IDs and charging and discharging of library materials;
- Answering basic library queries, user registration and user education;
- Maintaining current awareness of library resources in order to assist end users appropriately;
- Shelving and shelf reading of library materials
- Assists in checking and maintain course reading lists and bibliographies.
- Retrospective subject indexing of library materials

- Assisting in the process of stock weeding and stock weeding under the supervision of the Librarian;
- Generating relevant performance reports such as quarterly and annual reports.
- Entering data such as fines and billing information into the integrated library management system and generates reports and notices

**QUALIFICATIONS:**

- Grade 12 School Certificate or its equivalent,
- Diploma in Library and Information Studies or related field;
- At least three (3) years relevant work experience
- Must be Computer Literate, and
- Must be a member of the Library Information Association of Zambia (LIAZ)

Only candidates who meet the specified requirements need to apply, enclosing their detailed Curriculum Vitae, names and addresses of three referees, copies of professional qualifications and contact address/telephone/e-mail details. **The position should be clearly marked on the envelope.**

Applications to be sent to: **The Registrar  
University of Zambia  
P.o Box 32379  
LUSAKA**

Closing date: **6<sup>th</sup> February, 2024**. Only short-listed candidates will be contacted.  
***The University of Zambia is an Equal Opportunity Employer.***

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