

PARAY SCHOOL OF NURSING



JOB ADVERTISEMENT

DESCRIPTION: Paray School of Nursing is looking for an Assistant Librarian join its vibrant team.

ASSISTANT LIBRARIAN: Under the general supervision of the Principal Nurse Educator (PNE) the Assistant Librarian will organise bibliographies, catalogues, prepares books for processing, readers advisory services, develops linkages between the Library and Schools and Local Collection Development.

DUTIES:

- Organises bibliographies and catalogues
- Prepares books for processing
- Utilise the school management system to accession new books
- Provides readers advisory services
- Assists users to access digital information resources from selected database accessible to the school
- Facilitates access to open education resources (OERS) for the school of nursing
- Helps readers on daily basis to access information on reserve shelves for accountability of reading materials.
- Hosts workshop or trainings on how to use library services twice per semester for staff and students
- Develops linkages between the national library and schools.
- Develops local collection
- Engages in continuous professional development

QUALIFICATIONS

- Degree in Library and Information Science, 2 years' experience plus knowledge of computers

CLOSING DATE: 10th October 2022 at 1600hrs

Thaba-Tseka OR
P.O. BOX 2
SCHOOL OF NURSING
P.O. BOX 2
THABA-TSEKA 550
27032156
info@parayson.ac.ls

Paray School of Nursing

The Human Resource Office

Interested candidates should submit their full application package consisting of application letter, CV and certified copies of educational certificates to:

Number of posts one (1)

SALARY: Commensurate with qualification

- Good communication skills with both oral and written
- Computer Literacy
- Problem solving
- Ability working beyond normal working hours (please note you will be required to work on Saturdays)
- Knowledge of referencing tools such as Zotero, Mendeley etc
- Familiarity with databases such as HINARI will be an added advantage

OTHER REQUIREMENTS

- Diploma in Library and Information Science, 5 years' experience plus knowledge of computers
- OR
- Certificate in Library and Information Science, 8 years' experience plus knowledge of computers
- Past experience working at institutions of Higher Education will be an added advantage