



## AGA KHAN UNIVERSITY

### **LIBRARIAN- GRADUATE SCHOOL OF MEDIA AND COMMUNICATIONS**

The Graduate School of Media and Communications (GSMC) of the Aga Khan University in Nairobi offers training and consultancy for media, the corporate sector, public and non-governmental Institutions in East Africa and beyond. The GSMC operates in a state-of-the-art technological environment, including professional VJ equipment and a modern radio studio. Our educational programmes are highly practical and characterised by the intensive use of digital production equipment.

Applications are invited from appropriately qualified candidates for the position of **Librarian-Graduate School of Media and communications**.

#### **POSITION SUMMARY**

The Librarian will be responsible for coordinating acquisition, organization, dissemination and exploitation of information resources appropriate to the faculty, students and staff of the Graduate School of Media and Communications Library. The incumbent will also support the teaching, learning and research objectives of the university.

#### **Key Responsibilities**

- Selecting and acquiring information resources needed to support university core business
- Cataloguing and classification of information resources
- Developing library resource guides to support teaching, learning and research
- Implementing and maintaining the integrated Library Management System
- Implementing the Institutional Repository at GSMC Library
- Teaching information literacy for the GSMC programmes
- Marketing and promoting library services and resources pertinent to GSMC programmes
- Ensuring compliance with the agreed standards and procedures

#### **Academic knowledge & skills:**

- Applicants must hold a master's degree in Library and Information Science or related discipline.
- At least 3 years' work experience in a busy academic library
- Sound knowledge of library management systems and a range of library procedures
- Experience in managing electronic resources

#### **To Apply:**

Applications together with detailed Curriculum Vitae, names of three referees, telephone contact, e-mail address and copies of certificates and testimonials should be sent to, the **Manager, Recruitment, Aga Khan University Hospital, Nairobi. P. O. Box 30270-00100, NAIROBI** or by email to [hr.recruitment@aku.edu](mailto:hr.recruitment@aku.edu). Applications by email are preferred. **Please indicate the title of the position on your application.**

Applications should be submitted latest by **February 19, 2016**

***Only short listed candidates will be contacted.***