



# KENYA METHODIST UNIVERSITY

## INTERNAL JOB ADVERTISEMENT

Kenya Methodist University (KeMU) seeks to appoint innovative individuals with demonstrated high standards of personal and professional integrity for the following position.

### **SENIOR LIBRARIAN, NAIROBI CAMPUS GRADE MU 13 - ONE (1) POSITION (KEMU/L/1/02/24)**

#### **Job Purpose**

To effectively and efficiently manage the library resources, services and facilities of Nairobi campus.

#### **Duties and Responsibilities**

- i Deputize the University Librarian in planning and managing library resources, services and facilities.
- ii Provide leadership and management of Nairobi Campus Library
- iii Participate in the development and implementation of library policies, processes and procedures.
- iv Guide section heads in the formulation, implementation and evaluation of annual performance contracts, work plans and activities in line with the University Strategic Plan.
- v Participate in the development and monitoring of the library budget.
- vi Coordinate the acquisition of information resources and other collection development activities
- vii Ensure library maintenance, cleanliness and security.
- viii Plan and manage library marketing and public relations activities
- ix Plan and monitor work operations, and monitor usage of library operational provisions
- x Coordinate library users' registration, clearance, orientation and information literacy skills program
- xi Coordinate the corporate social responsibility activities of the library department

- xii Supervise and appraise staff performance, enhance teamwork spirit among library to promote high productivity and efficient service delivery
- xiii Ensure library standards and other requirements from regulatory bodies are adhered to in the library department.
- xiv Coordinate and provide oversight on literature searching, plagiarism checking and APA compliance of theses, dissertations and other scholarly output of the university.
- xv Carry out general library website coordination, maintenance and content development and management.
- xvi Coordinate preparation of quarterly and annual reports

### **Minimum Requirement**

- i A Master Degree in Library and Information Sciences from a recognized University
- ii Should have 10 years working experience in a busy University Library; 3 of which must be in Senior Position in a Library or equivalent.
- iii Must demonstrate effort in professional development and growth e.g. registered for PhD
- iv Should have published a minimum of one article in a peer reviewed journal
- v A registered member of professional body
- vi Good leadership skills
- vii Good training skills
- viii Proficiency in ICT skills
- ix Good communication and interpersonal skills

### **How to Apply**

Each application shall be accompanied by detailed Curriculum Vitae, Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents. Scanned copies of these documents must accompany the email application.

The successful applicant will be required to bring the following:

1. Clearance from Kenya Revenue Authority
2. Clearance from Higher Education Loans Board
3. Clearance from the Ethics and Anti-Corruption Commission
4. Clearance from Credit Reference Bureau
5. Criminal Investigation Department (Certificate of Good Conduct)
6. Letters of recommendation from at least three referees familiar with the applicant's professional experience and character in general should also be sent to the address below.

Applications shall clearly be marked with the Reference Number of the Advertised position "Application for the position of (*position applied for*)" and submitted as follows:

1. Three (3) hard copies should be addressed to  
The Vice Chancellor

Kenya Methodist University  
P. O. Box 267 – 60200  
MERU, KENYA

*And*

2. An electronic copy in PDF format to be sent direct to the Vice Chancellor on email: **application.March2024@kemu.ac.ke**

To be received on or before **13<sup>th</sup> March 2024**. Only shortlisted candidates will be contacted.

This position require an individual who is committed to Christian values and is of high ethical standards, integrity, and professionalism.

***KeMU is an Equal Opportunity Employer.***