



KENYA METHODIST UNIVERSITY

INTERNAL JOB ADVERTISEMENT

Kenya Methodist University (KeMU) seeks to appoint innovative individuals with high standards of personal and professional integrity for the following positions at the Main Campus Library & in the Registrar Academic Affairs Office.

1. SENIOR LIBRARY ASSISTANT – INSTITUTIONAL REPOSITORY MANAGER AND HEAD OF SPECIAL COLLECTIONS CENTRE , MU 10 (ONE POSITION)

Job Purpose

To develop and manage the Institutional Repository and Special Collection, ensure efficient administration and access of the University's research output and other indigenous information resources.

Job Description:

1. Develop, manage and administrate the KeMU digital institutional repository;
2. Source, receive, assess and upload digital repository content guided by institutional repository policy;
3. Acquire postgraduate theses and dissertations (soft and hard copies) in collaboration with the academic department and the Director of Postgraduate Studies;
4. Scan and check proposals and theses for plagiarism to comply with standards and set guidelines;
5. Upload approved documents on the digital institutional repository;
6. Liaise with the collection development unit to ensure timely processing of print postgraduate theses and dissertations;
7. Market, promote and prepare online/print brochures, posters and guides to the collection to ensure its utilization by the university community;
8. Implement the digital institutional repository policy;
9. Acquire and digitize identified print materials as per IR policy for better access to the collection;
10. Monitor the usage of special collection and produce usage statistics;

11. Manage and take care of the equipment and resources to ensure effective user information services in the unit;
12. Train students, teaching and non-teaching staff on how to access and utilize the collections in the institutional repository;
13. Participate in user information retrieval skills training;
14. Shelving and shelf-reading information materials to facilitate easy and faster retrieval of information materials at the assigned area and in the unit;
15. Participate in new students/staff orientation;
16. Train staff and students on APA referencing style and check postgraduate students' documents for compliance with APA citation and referencing style;
17. Coordinate information retrieval training programme for masters and doctoral students and provide them specialized support regarding access to information sources and services.

Minimum Requirements:

- i Bachelor's degree in Information Science (Library and Information Science) from a recognized university;
- i Minimum of three (3) years working experience in a busy University Library;
- ii Hands-on skills in using Dspace;
- iii Working experience in managing digital institutional repository;
- iv Adequate knowledge in training library users on e-resources;
- v Adequate knowledge in citing and referencing systems;
- vi Working knowledge in KOHA (Library Management System);
- vii Proficiency in ICT skills;
- viii Good communication and interpersonal skills;
- ix Registered with relevant professional body.

2. SENIOR LIBRARY ASSISTANT – HEAD, DIGITAL LIBRARY AND ELECTRONIC RESOURCES MU 10 (ONE POSITION) MAIN CAMPUS

Job Purpose

To manage digital library and provide electronic information services to enhance utilization of e-resources by students and staff.

Job Description:

1. Manage access and use of electronic information resources;
2. Supervise and appraise the officers working in the unit;
3. Oversee the running of audio-visual information resources and services;
4. Market, promote and create awareness of electronic, audio-visual and other electronic databases such as such as Teeal and others to the university community;

5. Daily monitoring of all electronic databases for accessibility and functionality, and instituting corrective actions accordingly. A report on the same should be accrued;
6. Daily check-up on functionality of all user computers to ensure functionality and promptly address to non-functionality issues;
7. Prepare lists of available / accessible electronic information resources (e-books, e-journals) for particular academic programmes in accordance with the curriculum to facilitate approval process, and enhance selective dissemination of information;
8. Monitor online information sources and services development, and emerging issues and hence institute appropriate internal alignment and response mechanisms in consultation with the supervisor for the benefit of users;
9. Spearhead the user information retrieval skills training (one-to-one; group or point of service training), and accrue record of the same;
10. Provide reprographic information services and maintain usage records to generate appropriate monthly and trimester reports;
11. Monitor the usage of electronic and audio-visual resources and produce usage statistics per trimester;
12. Liaise with other units of library for marketing and publicity of information resources and services;
13. Assess, consult and advise on the infrastructure needs for electronic and audio-visual units;
14. Manage and take care of the equipment and resources in the electronic and audio-visual unit;
15. Advise the library management on safety and security of all electronic equipment;
16. Schedule and conduct regular clean-up and other critical maintenance of all user computers in the library and accrue report on the same;
17. Monitor all library computers and other electronic peripherals in collaboration with the ICT department to ensure their maintenance, repair and functionality;
18. Liaise with the system and digital librarian in monitoring, troubleshooting, maintaining, updating centralized library systems and software to ensure functionality and effective utilization;
19. Participate in new students/staff orientation and training;
20. Shelving and shelf reading;
21. Prepare and submit trimester and annual report of electronic and audio-visual unit.

Minimum Requirements:

- i Bachelor's degree in Information Science (Library and Information Science) from a recognized university;
- ii Minimum of three (3) years working experience in a busy university library;
- iii Adequate knowledge in training library users on e-resources;
- iv Adequate knowledge in citing and referencing systems;

- v Proficiency in ICT skills;
- vi Working knowledge in KOHA (Library Management System);
- vii Good communication and interpersonal skills;
- viii Good organizational skills;
- ix Registered with a relevant professional body.

3. LIBRARY ASSISTANT – AUDIO-VISUAL INFORMATION CENTER MU 8 (ONE POSITION)

Job Purpose

To support learning, teaching and research activities in the university by providing electronic and audio-visual services to students and staff.

Job Description:

1. Provide audio-visual information services;
2. Support students and staff to access e-books and e-journals;
3. Train students and staff in information searching and retrieval skills (one-to-one & group-to-group);
4. Provide selective dissemination of audio-visual information to students and staff;
5. Ensure audio-visual collection is well arranged for ease of retrieval and utilization;
6. Collect, upload and manage past examination papers on KeMU Wiki;
7. Provide online past examination papers information services to students and faculty;
8. Participate in curricula development and review by providing reports on available audio-visual information resources;
9. Shelving and shelf-reading;
10. Charge and discharge information materials to students and staff;
11. Any other duty as assigned by the University Librarian;

Minimum Requirements:

- i Diploma in Information Studies (Library and Information Science)
- ii Relevant working experience from a library in institution of higher learning
- iii Good organizational skills
- iv Proficiency in ICT skills
- v Good communication and interpersonal skills
- vi Working knowledge in KOHA (Library Management System)
- vii Adequate knowledge in Audio-visual Information Sources and Services
- viii Conversant with training users on e-resources.

4. ASSISTANT ADMINISTRATIVE OFFICER GRADE MU 10

Reports to the Registrar Academic Affairs.

Job Description

The Assistant Administrative Officer will be expected to:-

1. Participate and ensure smooth day to day running of the various activities within the office;
2. Perform front office duties like receiving visitors and calls and responding to enquiries and/or directing them to the relevant offices;
3. Send, receive and direct emails to the concerned officers and/or print for the officer's attention;
4. Receive, read and screen correspondences and sort them out and direct them to the respective officers for action;
5. Take dictations/transcribe/type memos/circulars/letters and other documents or edit documents that come from other departments for signature;
6. Read all correspondences that come to the office to ensure that they do not have obvious errors before they are signed;
7. Ensure that out-trays are cleared by removing all the files that have been worked on, sorting them and sending to relevant officers for action;
8. Ensure proper filing of office records;
9. Organize for meetings by issuing notices, preparing agenda and documentation for the meetings and taking accurate minutes in various committees;
10. Prioritize any matter that requires urgent attention for quick action;
11. Assist in forwarding information to Heads of Units on decisions made by various University Management committees so that they can act on what affects their departments;
12. Handle and store highly confidential documents on deliberations during Senate/staff disciplinary/interviews meetings in order to secure them and prevent leakage of information to unintended persons;
13. Carry out any other assignment from supervisor.

Minimum Requirements

- i) Bachelor's Degree in Administration/ Management or equivalent qualifications from a recognized University with at least five (5) years in a comparable position.
- ii) Diploma/Higher Diploma in Secretarial Studies from the Kenya National Examinations Council or equivalent qualifications from a recognized Institution.

In addition

The candidate Must have the following qualifications: -

- Typewriting III (50 w.p.m.)/Computerized Document Processing III

- Shorthand II (80 w.p.m.)
- Business English II/Communications I
- Office Practice II
- Secretarial Duties II
- Commerce II
- Office Management III/Office Administration and Management III;
- Exemplary work performance.
- Computer literacy.
- High level of integrity and confidentiality.

How to Apply

Interested candidates should send three (3) copies of their application, accompanied by detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport, and any other relevant testimonials.

1. An electronic copy in PDF format to the Vice Chancellor through email address application.may25@kemu.ac.ke
And
2. Three hard copies marked as per the position should be sent to:

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

To be received on or before **5th June 2025**. Only shortlisted candidates will be contacted.

This positions requires individuals who is committed who are of high ethical standards, integrity, and professionalism.

KeMU is an Equal Opportunity Employer.