



VACANCY FOR ASSISTANT LIBRARIAN

Cavendish University Uganda is recruiting an Assistant Librarian.

Job description

- * Processing information materials
- * Managing the library database
- * Attending to information needs of patrons
- * Assist/train patrons in using library systems.
- * Provides assistance in the use of personal computer hardware and software. Sets up and configures desktop computers, peripherals and accounts assigning security level.
- * Installs software and installs and repairs hardware and peripherals
- * Administers user accounts.
- * Designs and produces basic reports.
- * Transfers computer files between platforms.
- * Provides basic troubleshooting, repair and maintenance for computer equipment (e.g. microcomputers, disk drives, and laser printers) and may assist with testing personal computers and peripherals on a network to diagnose, hardware versus software problems.
- * Keeps computer equipment, hardware, and software updated to meet organizational needs
- * Performs any other duties as required by the University Librarian

Requirements

- * A Bachelor's degree in Library and Information Science; with added advantage of a Diploma in Computer Science/Information Technology
- * Three years working experience in a busy library, preferably an academic institution. Computer literate
- * Knowledge of in the use of Koha library Integrated Management System is a MUST.
- * A team player, self driven and able to work with minimum supervision

Candidates interested in the above position can forward their application letters and CVs to:
The Human Resources Office at hr@cavendish.ac.ug

Application Deadline: 05/05/2017
Start Date: Mid May 2017