

EXCITING CAREER OPPORTUNITY

The Management University of Africa (MUA) is a chartered premier University in Kenya with its main campus in Kisumu, Kajiado County and a campus in South C, Nairobi. We visualize being a premier University providing Management and transformative leadership solutions worldwide. We are looking for a dynamic, self-driven and result oriented professional to fill the following position.

1.0 SYSTEMS LIBRARIAN - ONE POSITION

JOB PURPOSE

The incumbent will report to the University Librarian and will be responsible for provision of ICT expertise in the University Library, providing timely responses to enquiries, working with minimal supervision, providing direction on routine and emerging issues all within University policies, procedures and the law.

KEY DUTIES AND RESPONSIBILITIES

- Administration of KOHA;
- Management of DSpace and institutional repository;
- Design and administration of the Library website and OPAC ;
- Upload research projects, thesis, dissertations, academic papers and examination past papers in the repository;
- Organize information literacy training skills to all users;
- Prepare library user guides and manuals;
- Download e-books;
- Organize the library open week;
- Troubleshoot hardware, software and LANs in the Library;
- Implementation of library systems;
- Manage the digital collections and electronic resources;
- Maintain the Library hardware and software inventory;
- Preparing usage reports to management;
- Formulate and Implement policies and procedures in library ICTs; and

- Any other relevant duties assigned from time to time.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- A Bachelor's Degree in Library and Information Sciences with specialization in Information Technology.
- Master's Degree in Library or related field will be an added advantage
- At least three (3) years working experience as a Systems Librarian in a busy academic library.
- Be conversant with KOHA and D-Space Library Management systems.
- Be competent in Windows and Linux operating systems.
- Hands on skills, knowledge and experience in use of library management systems.
- Competency in Linux administration
- Good working knowledge in apache, SQL, MySQL, HTML, CSS and JavaScript
- Knowledge of scholarly publication, research and copyright issues.
- Knowledge in management of digital content.
- Development and administration of websites.
- Knowledge of AI based systems
- Familiarity with standards appropriate to library applications such as MARC21, HTML, Z39.50, among others.

HOW TO APPLY

Interested candidates who satisfy the requirements above should forward their applications accompanied by a detailed CV, email address, daytime telephone contact, name and address of three referees. The applications should reach the undersigned not later than **9th July 2024**. The Management University of Africa is an equal opportunity employer.

**The Vice - Chancellor,
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