



CATHOLIC UNIVERSITY OF RWANDA

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JOB ANNOUNCEMENT

The Catholic University of Rwanda has the pleasure to inform the Public that is in the process to recruit a Librarian complying with the following criteria

A: Education background and Experience Requirements:

- ❖ Bachelor's Degree in Library / Information Science with at least of one-year professional experience working in a library, or
- ❖ Diploma in library/ information science with at least two years professional experience working in a library,
- ❖ Excellent verbal and written communication skills
- ❖ Experience of organizing and giving library induction
- ❖ Working knowledge of Dewey Decimal System
- ❖ Excellent IT skills
- ❖ Experience of the library management system
- ❖ Ability to deal with readers and colleagues proactive and professional manner
- ❖ Experience of working in an academic environment will constitute an added value, etc.

B. Librarian Job Description:

- ❖ Assuring good customer care and services delivery by responding to requests from students, staff and other library users,
- ❖ Cataloguing and keeping library materials,
- ❖ Describe, classify and index the library materials according to International Standards, procedures and the National authority files,
- ❖ Index and file documents according to the library policies, rules and regulations,
- ❖ Ensure Books are given reference numbers safely kept,
- ❖ Assisting with all library and keeping routines, issue and return of books, reservations, overdue, shelving and tidying etc.,
- ❖ Provide guidance and support to library users or identified student groups with regards to enquiries related to study skills to include research skills, assignment layout, editing and proofreading skills,
- ❖ Assisting as necessary with the cataloguing and processing of new book stock/E-book, including special Collections,
- ❖ Contributing to the maintenance of the current library catalogue, the cataloguing of new materials and Special collections not yet on the catalogue,
- ❖ Develop, implement and disseminate the National Library Services collection development policy, guidelines, plans and procedures,
- ❖ Perform related work at the request of her/his supervisor,

- ❖ Inspecting the condition of books before and after check-out to ascertain any damage on behalf of the customer,
- ❖ Assisting with library events and reading sessions,
- ❖ Organizing the repair of damaged books,
- ❖ Assisting customers with internet access and ensuring their technical needs are met,
- ❖ Maintaining records of books taken out and books brought back and cataloging new arrival,
- ❖ Sorting and shelving books according to their categorization,
- ❖ Helping customers locate books and find material online,
- ❖ Teach people how to use the library resources,
- ❖ Organize IT access and solving user problems,
- ❖ Checking materials in and out and catalog new items,
- ❖ Shelving and maintaining the outreach collection,
- ❖ Provide customer service through assisting the patrons with their research topics and general questions through OCLC library information system,
- ❖ Responding to request from students, staff and others library users,
- ❖ Prepare monthly and periodical report on performed activities to be submitted to the Director of Library and
- ❖ . Performing any other duties assigned to him/her by his /her direction Supervisor in the interest of the University,

C) Interested candidate will submit the following document in sealed envelope for preselection of candidate before written examen and interview:

- i. Accurate and approved individual curriculum Vitae,
- ii. Photocopy of Bachelor's Degree/ Diploma in library/ information science, and
- iii. Contact (telephone, email address of three contact persons and their position,

D) Contact persons:

- **Director of Librarian services:**
- **Director of Administration and Finance Department: 0788307098**

The deadline for submission of the offer is scheduled on 23/September 2022, at 3:00 am, at the Catholic University of Head office at TABA Main Campus- Librarian Services.

Date, at Huye on 16th September 2022,

KAREKEZI S.Straton
The Director of Administration and Finance Department

