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| Role: | Assistant Librarian |
| Accountable to: | Knowledge Curator |
| Job Grade: | C3 |
| Main purpose of this role: | To support the Knowledge Curator in library operational duties and tasks and maintain an environment that is conducive for learning and study purposes |

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| Responsibilities: | |
| <p>KPA 1 Execution of library processes (55%)</p> <ul style="list-style-type: none"> • Basic library duties including but not limited to: book shelving, shelf reading, keeping library statistics, recording and displaying of journals • Acceptance and initial sorting of materials pertaining to the library • Weeding and Withdrawal process of redundant library material • Execution of the circulation of library materials • Process donations received by the library • Apply relevant policies and procedures • Assist in the implementation of any new systems and designs for TSIBA's library as required • Data input into library catalogue and quality assurance <p>KPA 2 Assist users on how to access information (25%)</p> <ul style="list-style-type: none"> • Support library users with the use of the library and the retrieval of information • Facilitate Library Student Induction days • Facilitate library student tours for first years and prospective students • Library Orientation and training. <p>KPA 3 Circulation of student and lecturer textbooks (15%)</p> <ul style="list-style-type: none"> • Oversee the distribution and return of prescribed books to and from students and maintaining accurate records. <p>KPA 4 Library projects (5%)</p> <ul style="list-style-type: none"> • Participate and assist Knowledge Curator in library projects e.g. book club, as required <p>Additional</p> <ul style="list-style-type: none"> • Participation in TSIBA's generic activities (e.g. student, applicant interviews) and events • Stand in for the Knowledge Curator as and when the need arises | |

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| Competencies Required: | |
| <ul style="list-style-type: none">• Minimum undergraduate degree; library qualification (or studying towards) will be advantageous.• Minimum of 3 years of experience in library services.• Intimate knowledge of the library industry, library systems and experience in an Academic library setting.• Computer literate and competency in using the Internet, electronic library programs and systems, Google Apps.• Some experience in a customer service role.• Outstanding organizational skills.• Attention to detail and good problem solving ability.• Exceptional interpersonal skills.• Excellent written and verbal communication. | |

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| Attitude and Fit: | |
| <ul style="list-style-type: none">• Embraces and is aligned with TSIBA's philosophy and culture• Committed to lifelong learning and personal development• Willing to share and transfer knowledge• Innovative and willing to try out new ideas• Able to work with young people on different levels• Demonstrates an understanding of students, their background and related issues• Independent worker• Works well in a team• Accurate and methodical• Love of books, knowledge and learning• Flexible and adaptable to changing situations and circumstances• Good at managing stressful situations• Good work ethic and is interpersonally and culturally sensitive | |