

NATIONAL UNIVERSITY OF LESOTHO



Advert for Position of University Librarian – Post No. 0045

The National University of Lesotho (NUL) seeks to appoint a qualified candidate to fill the position of University Librarian. The University Librarian is responsible for the administration of the library of the University and for the implementation of the policies of the University with respect to the development of the library and Information Systems.

In accordance with the NUL Act 1992 (as amended), the University Librarian is an Officer of the National University of Lesotho reporting directly to the Vice-Chancellor and to the Senate.

Qualification Requirements

- A Doctoral Degree in Library and Information Studies or related fields, plus a minimum of five years relevant experience in senior management, library and information systems administration.
- or**
- A Master's Degree in Library and Information Studies or related fields, plus a minimum of eight years relevant experience in senior management, library and information systems administration.
 - Relevant work experience acquired from an institution of higher learning would be an added advantage.

Required Skills and Competencies

- Proven communication skills, attention to detail and proficient managerial skills;
- Ability to work with relevant library and information systems packages;
- Ability to think strategically, manage multiple and complex tasks and broker consensus at various levels;
- Ability to work independently and collaboratively with various constituencies as a team player;
- Resourcefulness and innovativeness in mobilising resources and sourcing information for the library in various forms;
- Responsive, client-centred and pro-active to the core business of the University;

- Energetic with an ability to adapt to various circumstances and to work under pressure.

Key Performance Areas

The Librarian is a Senior Officer of the University whose key performance areas include to:

1. Formulate, implement and monitor policies and programmes intended for the professional, academic, financial and physical development of the Library and Information Systems;
2. Provide leadership and guidance, and set standards that give a desirable image of the Library and information systems to clients;
3. Work collaboratively with Deans and Directors to provide full and adequate information and support to the teaching, learning, research, community and administrative services of the University;
4. In line with the University strategic goals, drive a digital library that meets the information needs of students and teaching staff;
5. Raise funds through projects that diversify the Library's functions of collecting, processing, disseminating information and stimulating usage;
6. Manages the Library budget and expenditure;
7. Liaises with Heads of Divisions of the Library to harmonize the administrative activities to superintend human resource development of the library and information systems;
8. Forge and maintain links of cooperation with national and international partners, to promote the standards, image and professionalism in service delivery;
9. Participate in relevant research and instructional information literacy programmes;
10. Report periodically and as appropriate to the Library and Information Systems Board and Senate;
11. Perform any other job-related duties as assigned from time to time;

Remuneration Packages

NUL offers a competitive remuneration package on a five year performance based contract.

Application Procedure

Interested persons should submit their applications electronically to registrar@nul.ls on or before **16:30hrs on Friday the 13th April, 2018**. Alternatively hard copies of applications may be delivered to the Secretary of the Joint Committee of Council and Senate for the Appointment of the University Librarian, C/O Office of the Registrar, NUL, Roma.

Submissions should include a motivation letter not exceeding 600 words, a detailed curriculum vitae, certified copies of academic certificates, names and contacts of three referees, with at least one from an institution of higher learning, the current or most recent employer.

Applicants must ensure that their referees submit **signed** reference letters directly to NUL. Both the application and reference letters should be sent directly to the Registrar as shown above.

Telephone contacts: +266 22 340 264 **or** 22 340 601.

DISCLAIMER

Only short listed candidates will be contacted.