

3. Job Title: Library Assistant (1).

Department: Nursing and Midwifery School.

Report to: The Principal Tutor.

Job Type: Full time

Job Purpose:

The Library Assistant will perform a variety of tasks to support the smooth functioning of the library, including assisting Tutors, managing the circulation of materials, organizing collections, and maintaining library/store records.

Key Duties and Responsibilities:

- Check books and other reading materials in and out for patrons, manage user registrations, and handle fines or overdue items.
 - Receive, record, and process new library materials, and ensure books are shelved and arranged systematically on the shelves.
 - Respond to general inquiries from library users, provide directions, and assist them in finding materials.
 - Assist with basic technical support and the use of integrated library systems or other library software.
 - Help maintain the library's collection, including identifying and arranging for the repair of damaged materials.
 - Assist in promoting new collections and resources to library patrons.
 - Organize and reshelv returned items such as periodicals, books and DVDs.
 - Handle the registration of new library cardholders and issue library cards.
 - Teach people how to use the library resources.
- Perform routine tasks such as answering phone calls and organizing files

Basic Qualifications, Skills and Experience required:

- UCE Certificate plus a National Certificate in Library and Information Science.
- Two years' work experience as a librarian or customer service role is a plus.
- Excellent verbal and written communication skills.
- Proficiency with computers and ideally, experience with integrated library systems.
- Strong attention to detail and ability to organize materials efficiently.
- Ability to provide friendly and helpful service to diverse persons.

How to Apply

Interested candidates should submit their application letters, photocopies of academic documents, CVs, Day time contacts of 3 referees and their email addresses, and other relevant documents via Email to; hro@sjhkitgum.org or Hand deliver the application to the Office of the Human Resource St Joseph's Hospital Kitgum. P.O.BOX 31, Kitgum

Deadline for submission: 25th Sept, 2025.

