

**SUBJECT: JOB ADVERTISEMENT**

Kenya National Library Service (knls) Board which is a State Department in the Ministry of Sports, Culture and The Arts invites applications from suitable qualified persons for the vacant posts of **Senior Library Assistant** to serve in Gatimbi Community Library.

**Senior Library Assistant - Job Scale 9: 2 (posts)**

**Job Requirements**

- A diploma in Library or Information Science from a recognized institution.
- Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent with at least D+ in Mathematics, English and Kiswahili.
- Computer literate.
- Proof of being resident of Meru region.

**Duties and Responsibilities**

- Cataloguing
- Classification
- Compiling stock taking reports
- Preparing monthly, quarterly and annual reports
- Keeping records of library publications
- Updating the catalogue
- Identifying books to be discarded
- Supervise staff working under him/her
- Provide reference and information services
- Consultancy service
- Perform duties that may be assigned from time to time by Head of Branch
- Working experience in a busy library will be an added advantage

**How to Apply**

A letter of application, a detailed and updated CV, copies of relevant certificates and testimonials must be sent to;

**The Director/CEO  
Kenya National Library Service  
P.O.BOX 30573-00100  
NAIROBI**

so as to reach him on or before **21<sup>st</sup> June, 2017**. Applications may also be dropped at knls HQs, Buruburu Mumias Road.

***Kenya National Library Service is an equal opportunity employer. Women and persons with disability are highly encouraged to apply.***

***Only shortlisted candidates will be contacted.***