



kenya national
library service

KNL/HQ/AD/180/81

11TH DECEMBER, 2018

SUBJECT: JOB VACANCIES.

Kenya National Library Service (knls) Board which is a State Corporation in the Ministry of Sports, Culture and Heritage invites applications from suitable qualified persons for the following vacant posts:

- I. DEPUTY DIRECTOR- TECHNICAL SERVICES- RESPONSIBLE FOR PUBLIC LIBRARY DIVISION - GRADE 2 (1 VACANCY).**

Duties and Responsibilities

1. Deputizes the Director
2. Plans and manages operations in technical services
3. Coordinates research and performance activities of the public libraries
4. Mentoring, coaching and motivating staff
5. Provides leadership in implementation of Boards resolutions
6. Manages and budgets for library stock in terms of books, software, furniture and equipment
7. Liaises with international and National organizations on professional matters
8. Develops polices to govern library operations
9. Ensures standards are maintained in the library services
10. Ensures that optimum levels of staffing are maintained in libraries
11. Assists the Director to implement the strategic plan
12. Appraises and evaluates staff performance
13. Coordinates, plans the development of library services
14. In charge of security of information resources

15. Responsible for the maintenance of professional standards in the management of information materials.
16. Perform duties that may be assigned from time to time by Management.

Requirement for Appointment

1. Master's Degree in Library studies/Information Science or its equivalent;
2. PHD will be an added advantage
3. Served continuously for a minimum period of 5 years' post-graduation in Senior management in a large Library set up.
4. Demonstrated outstanding leadership, professional competence and administrative ability in the overall management of a library Function.
5. Member of Kenya Library Association (KLA) in good standing
6. Shown merit and competence in work performance and results.
7. Familiar with Government of Kenya's Operational Procedures
8. Proven knowledge of Information Technology
9. Valid Certificate of Good Conduct
10. Other related skills and experience will be an advantage.

Additional Skills

1. Good Communication skills
2. Good public and customer relations skills
3. Good report writing skills
4. Good management Skills
5. Integrity

II. JOB TITLE: ASSISTANT DIRECTOR- TECHNICAL SERVICES – GRADE 3 (1 VACANCY)

Duties and Responsibilities

1. The Assistant Director (Technical Services) will assist in the co-ordination of Library services and will be responsible to the Deputy Director Technical Services.
2. Assist in the management and general planning, coordination of activities in all the Library Divisions
3. Co-ordinate the educational and information needs of the communities served;
4. Co-ordinate collection development; stock management; advisory services
5. Surveying, identifying and maintain a database of possible areas for establishment of libraries.
6. Liaising with County Governments and other Stakeholders to mobilize local resources for library development.
7. Networking and partnerships; seeking support from other funding agencies (e.g. NGOs, private sector, community) for library development.
8. Co-ordinate advisory services, research, budgeting, projects and participation in development related forums.
9. Supervision and appraisal of staff
10. Perform duties that may be assigned from time to time by Management.

Job Requirements

1. Masters Degree in Library Studies or information Science
2. Five (5) years continuous work experience post-graduation, three (3) of which must be in Senior Management in a large Library set up.
3. Demonstrated outstanding leadership, professional competence and administrative ability in the overall management of a library Function.
4. Shown merit and ability as reflected in work performance and results
5. Familiar with Government of Kenya's Operational Procedures
6. Proven knowledge of Information Technology
7. Valid member of Kenya Library Association (KLA) in good standing
8. Other related skills and experience will be an advantage.
9. Valid Certificate of Good Conduct

Additional Skills

1. Good Communication skills
2. Good public and customer relations skills
3. Good report writing skills
4. Good management Skills
5. Integrity

III. JOB TITLE: ASSISTANT DIRECTOR, HUMAN RESOURCE- SCALE 3 (1 VACANCY)

Duties and Responsibilities

1. The Assistant Director, Human Resource Management will co-ordinate the Human Resource Services and will be responsible to the Deputy Director/ Finance & Administration for the efficient operation and management of the Human Resource function.
2. Initiate processes for senior level decision making on matters relating to Human Resources.
3. Initiate, formulate, develop and implement appropriate Human Resource Policies and, Procedures that result in improved Human Resource standards.
4. Developing and Managing organizational performance systems.
5. Co-ordinate organizational staff training and development programs.
6. Development of strategies for management of organizational culture and change.
7. Initiate reviews for efficient compensation of all staff benefits and implementation of reward systems.
8. Developing and controlling organizational Personnel Emoluments (PE) budget.
9. Co-ordinates employee grievances and labour relations.
10. Co-ordinate enforcement of organizational discipline and compliance to the rules and regulations of the Board.

11. Co-ordinate optimal staffing levels to ensure efficient and uninterrupted service delivery.
12. Develop and maintain efficient registry to facilitate effective operations and service delivery.
13. Supervision and appraisal of staff
14. Perform duties that may be assigned from time to time by Management.

Job Requirements

1. Masters Degree in Human Resource Management or its equivalent from a recognized University/Institution.
2. Five (5) years continuous work experience post-graduation, three (3) of which must be in Senior Management in a similar or large institution.
3. Demonstrated outstanding leadership, professional competence and administrative ability in the overall management of a Human Resource Function.
4. Familiar with Government of Kenya's Operational Procedures
5. Shown merit and ability as reflected in work performance and results
6. Proven knowledge of Information Technology
7. Valid Human Resource Practicing License from Institute of Human Resource as per the Human Resource Management Professionals Act, 2012.
8. Other relevant skills and experience will be an added advantage
9. Valid Certificate of Good Conduct

Additional Skills

1. Good Communication skills
2. Good public and customer relations skills
3. Good report writing skills
4. Good management Skills
5. Integrity

IV. JOB TITLE: ASSISTANT DIRECTOR FINANCE AND ADMINISTRATION, GRADE 3 (1VACANCY)

Duties and Responsibilities

1. Assistant Director, Finance and Administration, will co-ordinate the Finance and Accounts services and will be responsible to Deputy Director, Finance and Administration.
2. Co-ordinate compliance to financial policies and procedures and ensuring sound financial principles and controls within knls.
3. Co-ordinate the planning, designing, reviewing, coordinating, controlling and implementing of proper accounting systems
4. Co-ordinate training and development of staff in the Finance & Accounts Department.
5. Co-ordinate and ensure fair and equitable distribution of resources across the branch network.
6. Co-ordinate the preparation, monitoring and reporting of budget.
7. Supervision and appraisal of staff
8. Perform duties that may be assigned from time to time by Management.

Job Requirements

1. A Masters Degree in Business Administration- Finance/Accounting Option or it's equivalent from a recognized institution.
2. Five (5) years continuous work experience post-graduation, three (3) of which must be in Senior Management as an Accountant or Auditor in a similar or large institution.
3. CPA (K) in good standing.
4. Demonstrated outstanding leadership qualities, professional competence and administrative management of an accounts division in a large institution.
5. Shown merit and ability as reflected in work performance and results
6. Familiar with Government of Kenya's Operational Procedures
7. Information Technology (knowledge)
8. Valid member of Finance/Accounting/Internal Auditors or any other relevant Professional Body.
9. Other added skills and experience will be an added advantage
10. Valid certificate of good conduct

Additional Skills

1. Good Communication skills
2. Good public and customer relations skills
3. Good report writing skills

4. Good management Skills
5. Integrity

V. JOB TITLE: CORPORATION SECRETARY – GRADE 3 (1 VACANCY)

Duties and Responsibilities

1. Provide guidance to the Board on their duties and responsibilities and on matters of governance.
2. Assist the Board in carrying out the following:
 - i. Board induction and training
 - ii. Updating the Board and Committee charters
 - iii. Preparation of Board work plans
 - iv. Board evaluation
 - v. Governance audit
3. Ensure the timely preparation and circulation of Board and Committee papers
4. Ensure timely circulation of Board and Committee minutes
5. Be the custodian of the seal of the organization and account to the Board for its use
6. Maintain and update the register of conflicts of interest and ensure management of legal risks
7. Ensure that Board members are aware of all relevant laws affecting the organization
8. Liaising with external Lawyers on court cases and offering guidance notes and evidence to support court proceedings
9. Review the legal instruments to comply with the Constitution of Kenya, 2010
10. Facilitate effective communication between the organization and the shareholders
11. Ensure that annual returns are promptly filed with the relevant authorities
12. Perform duties that may be assigned from time to time by Management.

Job Requirement

1. Be an advocate of the High Court in good standing
2. Bachelor of Law from a recognized Institution

3. Postgraduate Diploma in Law from Kenya School of Law
4. Certified Public Secretary of Kenya (CPS (K) in good standing.
5. Member of LSK in good standing
6. Proven ICT Knowledge
7. Ability to work with others
8. At least five (5) years continuous post qualification work experience
9. Shown merit and competence in work performance and results.
10. Familiar with Government of Kenya's Operational Procedures
11. Other added skills and experience will be an added advantage
12. Valid Certificate of good conduct.

Additional Skills

1. Good Communication skills
2. Good public and customer relations skills
3. Good report writing skills
4. Good management Skills
5. Integrity

VI. CHIEF LIBRARIAN - GRADE 4: (4 VACANCIES)

Roles and Responsibilities

1. Participates in library development plans
2. Prepares annual work plans and budgets
3. Implements policies that relate to library matters
4. Staff management (mentoring, duty allocation discipline, appraisal etc)
5. Research on library matters
6. Manages selection, collection, acquisition, organization and maintenance of library information materials and databases.
7. Ensures daily stock management
8. Ensures lending, reference and referral services are delivered in a timely manner
9. Production of periodic reports
10. Networking and partnership

11. Participates in developing policies
12. Quality assurance
13. Oversees marketing and promotion of library services
14. Ensure maintenance of a conducive reading environment
15. Developing the use of Information Communication Technology
16. Organize book events
17. Source for donors/partners to support library activities
18. Oversee reference and referral services
19. Manage revenue collection and remittance
20. Oversee Management of e- resources
21. Perform duties that may be assigned from time to time by Management.

Job Requirements

1. Masters Degree in Library Studies or information Science or its equivalent
2. Five (5) years continuous work experience post-graduation, three (3) of which must be in Senior Management in a library set up.
3. Demonstrated outstanding leadership, professional competence and administrative ability in the overall management of a library Function.
4. Shown merit and ability as reflected in work performance and results
5. Familiar with Government of Kenya's Operational Procedures
6. Proven knowledge of Information Technology
7. Valid member of Kenya Library Association in good standing
8. Other related skills and experience will be an advantage.
9. Valid Certificate of Good Conduct

Additional Skills

1. Good Communication skills
2. Good public and customer relations skills
3. Good report writing skills
4. Good management Skills
5. Integrity

VII. INTERNAL AUDIT I- GRADE 7 (1 VACANCY)

Key duties and Responsibilities

1. Evaluating effectiveness of internal controls.
2. Recommending improvement in the internal control process
3. Ensuring adherence to the international auditing standards
4. Preparation of audit plan and reports
5. Reviewing budgetary controls on the issuance of authority to incur expenditure and commitments
6. Reviewing internal control systems on financial and other operations of the knls;
7. Ensuring economic, efficient and effective use of the financial and operating systems including computer systems; assets;
8. Maintaining professional audit standards.

Requirements for Appointment

1. Bachelor of Commerce/Business Administration Degree (Accounting/Finance Option)
2. CPA (K) in good standing
3. Served in the grade of internal Auditor II or in a comparable and relevant position for a minimum period of three (3) years post- graduation in a similar or large institution.
4. Demonstrated professional competence and capability in conducting and supervising both financial and management audits.
5. Shown merit and ability as reflected in work performance and results
6. Understanding of Government of Kenya's Operational Procedures
7. Proven ICT knowledge
8. Valid Certificate of good conduct

Additional Skills

1. Good Communication skills
2. Good public and customer relations skills
3. Good report writing skills
4. Good management Skills
5. Integrity

VIII. ADMINISTRATIVE OFFICER I, JOB GRADE 7 (1 VACANCY)

Duties and Responsibilities

1. Responsible for fleet management of the organization
2. Assigning vehicles to drivers
3. Day to day inspection of vehicles to ensure they are in good working condition at all times
4. Supervision of handing over and taking over of the vehicles
5. Oversees maintenance of vehicles, generators and other equipment
6. Preparing necessary fleet management reports
7. Making sure that the vehicles adhere to traffic rules
8. Making sure that the drivers and the vehicles are clean at all times
9. Supervision of drivers, messengers, security personnel, telephone operators and cleaners
10. Perform duties that may be assigned from time to time by Management.

Requirements for Appointment

1. Bachelors Degree in Business Administration or Public Administration or its equivalent from a recognized institution
2. Served in middle level management as an Administration Officer for a minimum period of three (3) years post- graduation in a similar or large institution.
3. Shown merit and ability as reflected in work performance and results
4. Familiar with Government of Kenya's Operational Procedures
5. Demonstrated knowledge in Information Technology
6. Other added skills and experience will be an added advantage
7. Valid certificate of good conduct

Additional Skills

1. Good Communication skills
2. Good public and customer relations skills
3. Good report writing skills
4. Good management Skills
5. Integrity

How to apply

Interested applicants should send their application, a detailed CV, copies of relevant certificates, National Identification card and testimonials from your current or previous employer by 31st December, 2018 at 5:00pm to:

**The Director/CEO
Kenya national service
P.O BOX 30573-00100
NAIROBI
or
Email: knls@knls.ac.ke**

Kenya National Library Service is an equal opportunity employer, women and persons with disability are encouraged to apply.

Only shortlisted candidates will be contacted.

**RICHARD M. ATUTI, OGW
DIRECTOR**