



NATIONAL DEFENCE UNIVERSITY-KENYA

DECLARATION OF VACANCY

Pursuant to the provisions of Section 35 (1)(a)(i) and Section 24 (4) of the Universities Act, 2012 (Revised 2020), National Defence University-Kenya invites applications from suitably qualified persons to be considered for appointment to the position of Systems Librarian.

JOB DESCRIPTION	SYSTEMS LIBRARIAN
Basic Salary	Competitive package as advised by SRC
House Allowance	As provided by the University
Medical Cover & Other Allowances	As provided by the University
Terms of Service	Permanent and pensionable
Job Group	“N” (NDU-7)

Duties and Responsibilities

1. The Systems Librarian will be responsible for:
 - a. Monitoring and advising on library & Information Communication Technology matters;
 - b. Managing the library's Local Area Network (LAN) and maintaining links with the Wide Area Network (WAN);
 - c. Maintaining library computer software and hardware, particularly: The Integrated Library Management System (Koha), The Digital Repository (D Space), The Open Journal System (OJS), Library Security Systems (RFID and EM Technologies);
 - d. Assisting in the formulation and implementation of policies and procedures, particularly in the area of systems development;
 - e. Coordinating and conducting staff training for development of ICT skills in the use of automated systems and computer-based products, services and emerging trends;
 - f. Concurrently managing multiple projects, administer systems, troubleshooting computing problems, plan and managing change in the library computing environment and acting as liaison with other information technology professionals;
 - g. Routine troubleshooting of hardware and software; and
 - h. Any other relevant duty(ies) assigned by Management.

Qualification for Appointment

2. Applicants for this position must have/be:
 - a. Bachelor's Degree in Information Technology (IT), Computer Science, or Library and Information Science with IT/ICT Option;
 - b. Master's Degree in Library or related field will be an added advantage;
 - c. Minimum five (5) years' experience as a Systems Librarian in a University Library;
 - d. Minimum of one article in a peer reviewed journal; and

- e. Familiarity with standards appropriate to library applications such as MARC21 (machine readable cataloguing), HTML, Z39.50, etc.

Core Competencies and Skills

- 3. The core competencies and skills include:
 - a. Thorough knowledge of the applications of computer technology to library operations;
 - b. Hands-on knowledge on use of Library Management Systems;
 - c. Ability to work effectively with teams, committees and working groups;
 - d. Good organisational, interpersonal, oral (make effective oral presentations) and written communication skills;
 - e. Ability to prepare instructional and procedural materials/manuals for Library System automated resources; and
 - f. Good working knowledge in apache, SQL, MySQL, HTML, CSS and JavaScript.
- 4. Candidate will be required to present originals of the following documents during the interviews:
 - a. National identity card;
 - b. Academic and professional certificates and transcripts;
 - c. Any other supporting documents and testimonials;
 - d. Recommendations from relevant professional bodies; and
 - e. Recommendation from at least three (3) referees should be submitted separately to the address provided below.

Mode of Application

- 5. Candidates may submit manual (hard copy) or electronic (online) applications.
- 6. All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents.
- 7. Scanned copies of the stated documents must accompany the online application.
- 8. The Curriculum Vitae should include information on academic qualifications, professional experience, leadership and management roles, membership to professional association(s), email address and telephone contacts.
- 9. Manual applications should be submitted in a sealed envelope clearly marked:
“Application for the position of **Systems Librarian - National Defence University-Kenya**” and delivered to:

THE SECRETARY, UNIVERSITY COUNCIL

National Defence University-Kenya

P.O. Box 3812-20100

LANET, NAKURU

Online applications may be submitted via email to: ndu-kenya@mod.go.ke

All applications should reach National Defence University-Kenya on or before **29th April 2023** latest 5.00 p.m. (**East African Time**).

WARNING. Application for employment in National Defence University-Kenya is **FREE TO ALL** eligible candidates. Bribery and other acts of corruption are against the law and anyone suspected of being culpable of such, will be arrested and prosecuted in a court of law.