

Vacancy announcement

The International Leadership University Burundi (ILU B) is offering a position of a **librarian** to a suitable candidate.

Terms of reference for the Librarian Position

Position title: Librarian

Duty station: Bujumbura, Burundi

Reports to: Academic Dean

Purpose of the work

The successful candidate will manage, organize, evaluate and disseminate information, providing support to members of an academic community including students, researchers and lecturing staff.

Responsibilities

1. Developing and managing collections of books and journals (both paper and electronic), as well as websites;
2. Establishing and maintaining effective working relationships with academic staff and students;
3. Contributing to academic course development and liaising with academic departments;
4. Coordinating and delivering information and digital literacy sessions to staff and students;
5. Creating, updating and managing electronic and printed information resources;
6. Selecting, acquiring and cataloguing information using library and information software;
7. Assisting researchers with literature searches using databases, printed resources and the internet;
8. Managing and supporting the provision of reading lists and allocating length of loans;
9. Dealing with user enquiries, which may involve one-on-one advice sessions,
10. Liaising with library colleagues on other campuses;

Requirements:

a. Qualifications

Bachelor's degree in liberal arts, library science or a similar field.

b. Skills

1. Proficiency in english (reading, speaking, listening and writing)
2. IT skills
3. Strong leadership and motivational skills
4. Strong analytical, modelling and reporting skills
5. Superb verbal and written communication skills
6. Ability to work as part of a team but also on your own initiative;
7. Capability to prioritise work and meet deadlines;
8. Versatility;
9. The ability to think logically;
10. Organisational and self-management skills;

c. Experience

3 years progressive work experience gained in a similar role and capacity
Experience working with academic institutions.

All interested applicants should submit their most update CV's and letter of motivation to the ILU Vice Chancellor and to the following address: Ave. Imbo No 27Q. Asiatique, POBox 2330, Bujumbura Burundi. Email: info@burundi.ilu.edu

Closing date: Friday, March 21st, 2016 at 4 p.m