



MZUZU UNIVERSITY

VACANCY

INTERN (LIBRARY ASSISTANT)

Mzuzu University is Malawi's Second Public University established under the Mzuzu University Act No. 12 of 1997. The mission of the University is to provide high quality education, training, research, outreach and complementary services to meet the technological, social and economic needs of individuals and communities in Malawi and the World.

The University invites applications from suitably qualified candidates to fill the position of Intern (Library Assistant) tenable at the Main Campus in Mzuzu and Satellite Learning Centres in Karonga, Lilongwe, Balaka and Mulanje.

Qualifications

Bachelor's Degree or Diploma in Library and Information Science obtained from a reputable and accredited institution of higher learning. Candidates with the Malawi School Certificate of Education (MSCE) plus the Malawi Library Association (MALA) Certificate will also be considered.

Knowledge, Skills and Abilities Required

- (i) Good knowledge of KOHA integrated library system or any other library automation software;
- (ii) Passion to serve academic staff and students from diverse backgrounds;
- (iii) Willing to work in shifts and odd hours including weekends;
- (iv) Computer literacy;
- (v) Good oral and written communications especially in English;
- (vi) Ability to maintain patron record confidentiality; and
- (vii) Ability to establish and maintain effective working relationships with superiors, associates and the general public.

Duties and Responsibilities

- (i) Shelving books and other information resources;
- (ii) Handling the registration of new information users;
- (iii) Attending to minor user reference queries;
- (iv) Managing circulation of information resources to users;

- (v) Collecting and preparing collection use statistics;
- (vi) Assisting in the orientation of new and old library users;
- (vii) Assisting the librarian in assessing the information needs of users; collection of user fees and fines; and identifying and describing library materials;
- (viii) Accessioning and preparing date labels;
- (ix) Checking books against online Public Access Catalogue for duplicates before initial cataloguing; and
- (x) Any other reasonable duties as assigned by the by the Supervisor.

METHOD OF APPLICATION

The application should include an up-to-date Curriculum Vitae (CV), copies of academic and professional qualifications as well as names and contact details of traceable referee(s). The job title should be indicated on the envelope and sent to:

**University Registrar
Mzuzu University
Private Bag 201
Luwinga
MZUZU 2**

Or Electronic Submission:

Electronic submission of the application should be sent as attachments in PDF or MS Word format to jobvacancies@mzuni.ac.mw. The subject line of the application should show the position being applied for.

To reach the University not later than **Friday, 4th June 2021**. Note that only shortlisted candidates will be acknowledged. Female candidates are encouraged to apply.