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LIBRARIAN

JOB DESCRIPTION SUMMARY

The librarian is a key member of staff at Global Edge Training Institute, supporting our students with both academic and pastoral issues and effectively managing an enriching environment for students to study and access materials.

Key areas:

- The management of the library and e-library (libraries) and resources therein
- The provision of an effective library service
- The management and strategic planning of the library resource

JOB DETAILS

Location: Windhoek

Position Type: Full time

Supervisor: Head of Academic Affairs

DUTIES & RESPONSIBILITIES

- ✓ To be responsible for the introduction, monitoring, review and evaluation of all systems and procedures associated with the libraries.
- ✓ Creating, updating and managing on-line information resources
- ✓ To be responsible for the day to day running of the libraries
- ✓ Assist the Managing Director in the strategic planning and development of the service.
- ✓ Instruct students and staff in the use of the libraries.
- ✓ Assist students in the use of the libraries
- ✓ Supervise and assist with the processing, shelving, maintenance and organisation of resource materials including the collection and presentation of information to support both staff and students.

- ✓ To be responsible for the general appearance of the libraries and to maintain an atmosphere conducive to study.
 - ✓ To create support materials for students and staff with special reference to the identified subject areas
 - ✓ Deliver study skills sessions to students
 - ✓ Deliver courses/presentations to students dealing with relevant issues such as academic honesty, research skills, etc.
 - ✓ Help with organisation and admin for internal and external exams as required
 - ✓ Updating and development of Library Management System
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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- ✓ Previous librarian experience is desirable but not essential for this role
 - ✓ Ability to take ownership of the library space and make it an exciting and engaging place to learn
 - ✓ Experience of supporting students with learning or development
 - ✓ Confident IT user, who can access databases and use Microsoft Windows suite.
 - ✓ Ability to be pro-active and display initiative
 - ✓ Willingness to learn and acquire new skills
 - ✓ Organisational skills and management of resources
 - ✓ Ability to present information in appropriate formats according to audience and fit for purpose
 - ✓ Willingness to accept additional responsibilities - Demonstrates understanding and commitment to supporting the Institute to meet its targets for success
 - ✓ Good interpersonal skills, both verbal and written
 - ✓ Evidence of problem-solving decision making skills
 - ✓ Ability to work core hours of college with flexibility for cover for other members of the support staff team.
 - ✓ Willing to play a part in the wider life of the College community
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MINIMUM REQUIRED QUALIFICATIONS

- ✓ Certificate/Diploma in Library Science or equivalent professional experience
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APPLICATION

To apply, please e-mail the below documents in a single pdf file to **Ms. Mari Penondadi** at info@globalinsti.com

- A 1 – 2-page statement of interest specifying the relevance of your experience to the Institution
- Curriculum Vitae (CV)
- Names and complete contact information for three references.

Global Edge Training Institute is a welcoming and vibrant community committed to supporting a diverse workforce, and actively seeks applications from women, minorities and other persons from traditionally underrepresented groups. Global Edge Training Institute is an equal opportunity provider and employer. The Institute reserves the right to extend the closing date if deemed necessary and reserves the right to make no appointment.