

Job Title: Chief Librarian and Head of Library

Organization: East African University Rwanda (EAUR)

Responsibilities:

- Managing the day-to-day operations of EAUR libraries
- Oversee all aspects of the library's services, including acquisitions, cataloguing, reference services, programming, and other activities.
- Developing long-term plans for their library or branch. This might include identifying new areas of focus, creating new programs or initiatives, or expanding existing ones.
- Recommending new books to add to the collection based on reader feedback
- Working with other staff members to create policies, procedures, and rules for using the library's materials and facilities
- Helping patrons find information by recommending reference books, databases, and other sources of information
- Serving as liaison between library patrons and library staff by resolving customer service issues or complaints
- Overseeing library operations by planning and implementing new programs and services
- Supervising the work of other library staff members, including providing guidance on projects and other tasks
- Coordinating with other libraries to share resources and exchange information
- Help users to conduct research on topics related to their specific field of study within their discipline
- Recommending changes to library policies or procedures based on research findings and observations
- Perform any other tasks assigned by Supervisor.

Job Profile

Master's degree in Library and Information Science or Bachelor's degree in Library and Information Science with 1 year post-graduation experience

Key technical skills and knowledge:

- Ability to catalogue to international standards (RDA Standards).
- Good IT skills
- Reporting skills
- Fluent English, French and Kinyarwanda.

Job: Assistant Librarian**Organization: East African University Rwanda (EAUR)****Job Description**

- Overseeing students and staff studying in the Library and using EAUR equipment and books on a daily basis
- Assisting with all library house - keeping routines, issue and return of books, reservations, overdue, shelving and tidying etc.
- Operating automated library and manual systems as appropriate and developing the use of the automated system
- Registering new users, inducting and assisting students and staff using EAUR facilities and other printed or electronic resources in the Library and referring problems to the IT staff as necessary
- Provide guidance and support to library users or identified student groups with regards to enquiries related to study skills to include research skills, assignment layout, editing and proofreading skills.
- Assisting as necessary with the cataloguing and processing of new book stock, including special Collections.
- Contributing to the maintenance of the current library catalogue, the cataloguing of new materials and Special collections not yet on the catalogue.
- Contributing to the development and the maintenance of an authority file so that all cataloguing decisions are recorded.
- Perform any other tasks assigned by supervisor

Job Profile

Bachelor's degree in Library and Information Science with 3 years post-graduation experience

Key technical skills and knowledge:

- Ability to catalogue to international standards (RDA Standards).
- Experience with Library software such as WSIS,CDS and KOHA
- Good knowledge on open sources materials and how to subscribe on them.
- Reporting skills
- Good IT skills
- Fluent English, French and Kinyarwanda.