



Advert – Short term consultancy for Librarian Services

Uraia Trust is a national organization whose mission is to provide quality civic education and empower Kenyans to exercise their civic duty in order to realize their constitutional aspirations. Uraia seeks to recruit a highly competent individual for a short term Librarian services consultancy position. The holder of this position will be responsible for establishing Uraia's library system. The consultancy term will be for twenty working days.

The key responsibilities of this position will include:

- Establishing the library system including the development of policy guidelines for a hybrid library system.
- Development of the library inventory.
- Organising, cataloguing and classification of Uraia library materials.
- Repairing library materials.

Required qualifications for the position:

- Bachelor's degree in Information Management.
- Strong database management with IT skills.
- Excellent interpersonal, organisational and communication skills.

Experience and skills:

- At least five years library work experience with a good track record.
- Demonstrable cataloguing and classification experience.
- Advanced skills in the use of the International Standard Bibliographic Description (ISBD) will be an added advantage.

Any form of canvassing shall lead to automatic disqualification.

If you believe your career objectives match this position, please forward your application letter and detailed curriculum vitae stating your daily consultancy fee rate, contact details and quoting **reference number: LC001** with the subject being Application for short term Librarian Consultancy Position by **5pm on 29th August 2018** addressed to:

The Human Resources Unit,

Uraia Trust.

P. O. Box 28151-00100

E- Mail: jobs@uraia.or.ke

Hard copy applications may also be submitted during working hours at Uraia Trust's physical address located at Uraia House, Jacaranda Avenue, Off Gitanga Road, Nairobi.

Please note that only shortlisted candidates will be contacted for interview.