

## **1. PRINCIPAL LIBRARIAN, GRADE B2 (ONE VACANT POST)**

### **Qualifications**

- a) Candidate must possess a bachelor's degree in a relevant field of studies.
- b) Candidate must have not less than three (3) year's work experience in library service in the public or private sector.

### **Duties**

The Principal Librarian is answerable and accountable to the Director of Library and Research. His or her duties and responsibilities include:

- (a) Assist the Director in the effective management and supervision of the Library Unit;
- (b) Manage all aspects of the library including cataloguing, circulation, collection, development, referencing and accessing documentation;
- (c) Lead the implementation of the plan for the protection of the collections and archiving of the Library materials;
- (d) Collect, digitized and preserve publications, photographs and other unique contents;
- (e) Supervise Library staff in the operation and implementation of all aspects of the library services;
- (f) Manage information and foster cross communication between the units;
- (g) Collaborate with researchers and staff of other units in integrating the library catalogue with publications;
- (h) Oversee the maintenance and improvements of the physical facilities, equipment and conditions of the library environment;
- (i) Provide professional reference services for researchers and other users; and
- (j) Perform any other duties as assigned by the Clerk and the line supervisor.

### **Requirements**

- a) Candidates shall submit copies of academic certificates and other supporting document;**
- b) A birth certificate or a valid national identity document; and**
- c) Two written references.**

**Salary**

**The salary attached to the post will be at the rate of Two Hundred and Sixteen Thousand Dalasi (D216, 000) i.e D216,000 - D220,900 per annum of the National Assembly Pay Scale together with other allowances attached to the post.**

**All application should be submitted to the Office of the Clerk not later than Monday, 14<sup>th</sup> March 2022 @ 2:00 pm. Only shortlisted applicants will be contacted.**