

# **REGIONAL MARITIME UNIVERSITY, ACCRA-GHANA**

## **VACANCY FOR A LIBRARIAN**

Applications are invited from suitably qualified and interested candidates to fill the vacant position of **Librarian**.

**JOB PURPOSE:** To plan, organize and oversee the activities of the Library, reprography and archival material of the University.

### **DUTIES**

- Establish and maintain procedures for all operations essential to the effective management of the library including the acquisition, organization, and maintenance of information resources
- Prepare, analyse, and justify the library budget and control expenditures to administer the approved budget
- Develop library space and equipment requirements and plan the physical arrangement of allotted space
- Provide convenient storage for library materials of all types
- Provide for central administration, purchasing, and circulation of subscriptions and non-serial orders, and keep well organization's records
- Recommend information resource policies to Management and implement such policies when adopted
- Provide research service to all staff as needed and requested
- To establish retention schedules for materials located in the Library
- Devise and maintain cataloguing and classification systems most appropriate to organize and make accessible informational materials according to their form, content and use
- Design and maintain indexing systems to provide access to selected informational materials and databases
- Develop and supervise the maintenance of a system to organize the documentation of Information Systems and Computer programmes
- Classify, catalogue, and supervise the indexing of all books, periodicals, and other materials according to the library of Congress classification system; catalogue materials using established rules and reference works; assign subject headings
- Assist in students and staff research work
- Conduct computerized and manual bibliographic and literature searches for personnel and other clients when information cannot be located under ordinary titles
- Monitor new publications of all types including electronic publications for procurement of special materials
- Perform any other duties assigned.

## **QUALIFICATIONS AND EXPERIENCE**

A Masters/MPhil in Information Technology/Library Studies from a recognized University plus 12 years of post-qualification experience in the University Library in a senior capacity or cognate Institution and at least 8 good publications and positive assessment reports.

## **OTHER QUALITIES OR REQUIREMENTS**

- Ability to supervise professional and non-professional library personnel
- Very good computer literacy skills with good knowledge of online search and retrieval skills
- Very good interpersonal, communication and diplomatic skills
- Very good supervisory skills
- Team Player
- Ability to teach and train staff
- Ability to work under pressure.

**SALARY:** The salary attached to the post is based on the RMU Integrated Salary Scale.

## **MODE OF APPLICATION**

All applications with copies of Certificates, Testimonials and Curriculum Vitae should be addressed to:

**THE UNIVERSITY REGISTRAR  
REGIONAL MARITIME UNIVERSITY  
POST OFFICE BOX GP 1115  
ACCRA-GHANA**

**Email: [university.registrar@rmu.edu.gh](mailto:university.registrar@rmu.edu.gh)**

**CLOSING DATE:** The closing date for receipt of applications shall be **Monday, 13<sup>th</sup> February, 2023**