



GREAT ZIMBABWE UNIVERSITY



## Internal Advert

### LIBRARY DEPARTMENT

#### ASSISTANT/ SENIOR ASSISTANT LIBRARIAN (2 POSTS)

Applicants must have at least a first degree in Library and Information Sciences or equivalent plus four (4) years post-qualification experience or a Master's degree in Library and Information Sciences or equivalent plus two (2) years post-qualification experience. Practical knowledge of digital library systems would be an added advantage. In addition, applicants must have five (5) Ordinary level passes, including the English Language.

#### PERSONAL ATTRIBUTES

Applicants should have a flexible attitude, mature, reliable, responsible, ability to perform under pressure, commitment to quality and a thorough approach to the work. In addition, applicants should possess superior interpersonal and communication skills.

#### DUTIES AND RESPONSIBILITIES

The incumbent would be expected to serve the following Library areas/ duties;

- Managing scholarly communication services and programmes related to research publishing, credibility, visibility, and impact.
- Assisting in providing specialised research consultations and instruction services in the above areas, including a high degree of collaboration and initiative.
- Providing author agreement review for inclusion of faculty-authored articles in the institutional repository for faculty scholarship, and consults with faculty on their book contracts when requested.
- Maintaining a list of credible journals and publishers, as well as a list of predatory journals and publishers.
- Participating in library special events and fairs related to research publishing, visibility, impact, and credibility.

- Assisting in managing and efficiently providing digital library systems, electronic databases and software to the university community.
- Back-end and front-end management of electronic information resources, and creating coverage databases and metadata for electronic information resources.
- Ensuring registration and, or access to electronic resources / online databases, including compiling usage statistics and related strategic reports.
- Coordinating the expansion of eResources access to the University community.
- Assisting in developing training programmes for staff and clientele on new information trends.
- Assisting in ensuring that the library research spaces, such as research commons, special resource centres, and ILS labs, meet the university's research and innovation agenda.
- Other related duties as assigned by the University Librarian and or the supervisor.

Female candidates and persons with disabilities are encouraged to apply. Police clearance is mandatory for successful candidates.

#### **APPLICATIONS**

To apply, visit **careers** on the Great Zimbabwe University website <https://www.gzu.ac.zw/>

The closing date for receipt of applications is Sunday, 24 November 2024. Only shortlisted applicants will be contacted.