

BINDURA UNIVERSITY OF SCIENCE EDUCATION

Applications are invited from suitably qualified and experienced candidates for the following posts:

5. LIBRARY DEPARTMENT

5.1 Sub-Librarian (1 Post)

The Sub-Librarian is responsible for the development, implementation and management of information services. He/she reports to the Librarian and assumes responsibility for the Library in the absence of the Librarian and Deputy Librarian. The Sub-Librarian information services will act as the team leader in developing, implementing, and in both, print and electronic environments.

Qualifications and Experience

- A Master's Degree in Library and Information Science with at least three (3) years post-qualification experience at the Assistant/Senior Assistant Librarian level in a university library;
- The applicants must possess excellent management and supervisory skills. In-depth appreciation of information and digital skills literacy is a prerequisite.

Duties and Responsibilities

- Responsible for coordinating and teaching students and staff on information literacy skills, accessing information resources, use of referencing tools and copyright issues;
- Investigates, assesses, and implements new information technologies to enhance library service delivery;
- Develops and maintains the Library collection including selecting materials, and weeding out outdated or irrelevant materials;
- Develops and manages user registration, user orientation, and user education programmes;
- Educates and trains subordinate staff as well as library patrons in the use of new resources and new applications of technology as they are introduced;
- Supervises staff and conducts periodic staff performance evaluations;
- Assists in library quality assurance, the development of policies and standard operating procedures;
- Communicates, interprets and oversees the enforcement of library policies;
- Tabulating monthly, quarterly statistics on patrons' registration, acquisitions, library resources usage, etc., as may be required by the Librarian;
- Serving on committees of the University on behalf of the University Librarian;
- Performs any other library-related duties as assigned by the Librarian or immediate supervisor.

NB: Female candidates are encouraged to apply. Police clearance is mandatory for successful candidates.

APPLICATION PROCEDURES:

Interested and qualified persons should send one set of their application merged in continuous pdf format to **recruitment@buse.ac.zw** consisting of the application letter, certified copies of educational certificates, transcripts, National ID, Birth Certificate and a Curriculum Vitae giving full personal details including full names, place and date of birth, qualifications, previous employment and experience, telephone number, present salary, date of availability, names, e-mail addresses and telephone numbers of at least three referees.

Only shortlisted candidates will be responded to. The closing date for the receipt of applications is **Monday, 5 August 2024**. For more information, phone (66210) 7531-2, 7622, 7623, 0772 154 882-9.

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