



**MACHAKOS UNIVERSITY
OFFICE OF THE DEPUTY VICE CHANCELLOR
(ADMINISTRATION PLANNING AND FINANCE)**

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P O BOX 136 - 90100
Machakos, Kenya

MksU/CU/13/4

3rd March, 2020

VACANCIES

Machakos University was Chartered on 7th October, 2016. It is Located one (1) Km from Machakos Town along the main Machakos-Wote road.

The Vision of the University is: A Preferred University of Excellence in Scholarship and Service Delivery; whereas the Mission is: To Provide Scholarly Education through Training, Research and Innovation for Industrial and Socio-economic Transformation of our Community.

Machakos University invites applications from candidates who are suitably qualified and experienced with excellent credentials to fill the following vacant positions in the University:

1. DEPUTY UNIVERSITY LIBRARIAN GRADE 14 (HR/NT /01/20) (ONE POST)

Managerial Responsibilities:

- a) Develop and review policies that govern all library operations to ensure congruence of operations to long term objectives and goals of the section;
- b) Prepare the annual budget for the Library used in management of finances allocated each financial year to support library operations;
- c) Develop quarterly work plans for subordinate staff to guide in planning and execution of activities within the Library in line with set performance targets;
- d) Prepare Library procurement plan for each financial year for use in purchase of required informational materials to stock the library;
- e) Prepare duty rota for subordinate members of staff for effective service delivery through joint efforts;
- f) Evaluate performance of subordinate staff on a regular basis to gauge their level of performance and offer recommendations where necessary for improvements in line with objectives of the Library.

Operational Responsibilities:

- a) Oversee the implementation of library policies as well as foster team work to achieve the overall objectives of the institution through the facility.



- b) Coordinate the formulation and execution of planned and adhoc operations and procedures of all the sections in the library on a daily basis for maintenance of a proper sequence in implementation of the same.
- c) Prepare library books requisition from every school and forward to the management for acquisition plans to be executed.
- d) Ensure proper functioning of the library management systems in place such as archiving and books lending procedures for smooth running of operations.
- e) Train subordinate staff on upholding of relevant ISO certification standards so as to ensure library operations meet the set quality standards.
- f) Liaise with other institutions through the Consortium and Kenya Library Association on a regular basis so as to benchmark on the emerging trends in Library management and use of E-resources for enhancement of service delivery
- g) Convene review meetings within the library on a regular basis so as to deliberate on matters pertaining to operations of the library and develop courses of action for required improvements

Job Requirements

- a) An earned Master's degree in Information Science/Library Science and served as Senior Librarian Grade 13 or equivalent for three (3) years.
- b) Membership to a relevant professional body.
- c) An earned Ph.D. will be an added advantage.

Application Procedure:

Applicants should submit TEN (10) HARDCOPIES and ONE (1) SOFT COPY of their application documents (i.e., detailed curriculum vitae, latest payslip, academic and professional certificates- including KCSE/KCE/EACE/KACE/EAACE/KCPE) via EMAIL and addressed to HR. (hr@mksu.ac.ke)

They should indicate their contact addresses, mobile telephone numbers of two (2) referees one who should be the immediate Supervisor.

NB: KINDLY NOTE THAT IT IS A MUST FOR APPLICANTS TO TYPE IN THE REQUIRED INFORMATION IN THE JOB APPLICATION FORM AVAILABLE ON THE UNIVERSITY WEBSITE, PRINT, SIGN AND ATTACH TO THE PROMOTION APPLICATION.

Applications should be sent to:
Deputy Vice Chancellor (Administration, Planning and Finance)
Machakos University
P.O BOX 136-90100
MACHAKOS

so as to reach the office on or before **Monday, 24th March, 2020.**

Machakos University is an equal opportunity employer and women, persons with disabilities and those from marginalized regions are encouraged to apply.

Only shortlisted candidates will be contacted.

