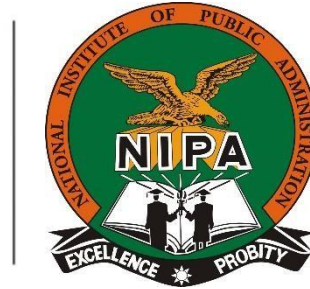


# National Institute of Public Administration



## **ADVERTISEMENT**

### **JOB OPPORTUNITY**

#### **THE ORGANISATION**

The National Institute of Public Administration (**NIPA**), exists under the Act of Parliament No. 15 of 1998. The Institute now seeks the services of highly motivated individuals to join its team of skilled professionals.

#### **JOB TITLE: Library Assistant (6)**

##### **Location:**

- Lusaka Main Campus (2)
- Burma Road Campus (2)
- Livingstone Campus (2) must be Livingstone residents

#### **JOB PURPOSE**

To process, store and provide information services to members of staff and students in order to effectively support various course programs as well as facilitate research to enable NIPA to provide quality tuition through providing adequate user services, technical services and administrative services.

#### **REPORTS TO: Assistant Librarian**

#### **RESPONSIBILITIES**

- Process and store all library materials
- Provide reference and circulation services
- Oversee existence of conducive library atmosphere
- Carry out user statistics and stock checks regularly
- Maintenance of electronic and manual records in an accurate and safe manner to facilitate easy retrieval and usage Control
- Process and issue out IDs to library patrons across all categories
- Carryout orientation and user education services
- Provide membership services
- Provide assignment desk services
- Charge and discharge library materials as required

- Make new materials available to users.
- To file all cards and issues correctly
- Check for overdue items on a daily basis in order to recall them and exact penalties.
- Answer all queries from library users and direct difficult questions to senior library staff
- Shelf all library materials in their respective places on a daily basis.
- Participate in marketing and outreach activities
- Any other duties assigned by the supervisor

## **REQUIREMENTS**

- Full Grade 12 School Certificate
- Diploma in Library and Information Studies or related field
- At least 6 months relevant post qualifying work experience
- Good oral and written communication skills
- Tech-savvy and able to work with open source library systems such as KOHA and D-space
- Computer literate
- Creative and innovative
- Fast learner
- Member of the Library and Information Association of Zambia (**LIAZ**)

## **METHOD OF APPLICATION**

Applicants should submit their applications, copies of their qualifications and detailed Curriculum to the address below.

The Registrar  
National Institute of Public Administration  
P.O. Box 31990  
Dushambe Road  
**Lusaka.**

Email: [registrar@nipa.ac.zm](mailto:registrar@nipa.ac.zm)

Applications should reach NIPA not later than **Monday 14<sup>th</sup> August 2023**. Only successful candidates will be contacted.