



## LESOTHO COLLEGE OF EDUCATION

### ADVERTISEMENT

#### Preamble

Lesotho College of Education (LCE) is a public higher education institution established under the Lesotho College of Education Act of 1997 and the Higher Education Act of 2004. The main function of the College is to educate and train quality teachers for the education system of Lesotho and for active participation in national and global development.

The Lesotho College of Education (LCE) invites applications from suitably qualified candidates for the position of *Librarian* at Maseru campus. Interested persons may access additional information on the job from the Registrar's Office based at the Administration Building of the LCE Maseru campus and the College's website address [www.lce.ac.ls](http://www.lce.ac.ls)

#### POSITION: LIBRARIAN – (1)

#### Duration

Four (4) years renewable contract based on satisfactory performance.

#### Remuneration

The College offers a competitive and attractive package that is market-related.

#### Job summary

Under the general supervision of the Rector, the Librarian is responsible for the management and development of the library services on administrative and academic levels.

#### Main duties/Key responsibilities

- a. Develops library policies and procedures in keeping with the needs of College academic programmes, faculties, staff and students;
- b. Manages the development of the library collection; acquisitions, cataloguing, maintenance, evaluation and editing of stock;
- c. Builds support for research through introduction and use of electronic resources;

- d. Develops and maintains links with external libraries and institutions for the purposes of establishing reciprocal borrowing schemes, collaborative collection development and interlibrary loans;
- e. Liaises with academic departments and faculties to develop integration of library and research skills into the curriculum;
- f. Liaises with appropriate College departments to develop and implement strategies/plans to enhance the capacity of the library through adequate staffing, staff training and provision of enabling resources.
- g. Supervises and monitors staff performance.
- h. Plans the strategic development of the library services.
- i. Facilitates and oversees the development of the annual operational plans for the Library services in line with the College strategic and annual cooperate plans.
- j. Prepares proposals to potential donors for the support of staff development and the procurement of library materials, equipment and supplies;
- k. Contributes to the development of College annual budget and strategic resource plan and management relevant library services and customer experience budgets.
- l. Actively contributes to the leadership, strategic development, management and planning of the College to enhance and improve good governance practices for its growth and development.
- m. Encourages and influences adoption and use of ICT in the library in order to be at par with the international demands to library services

### **Knowledge and skills**

- Must have excellent leadership and management skills.
- Must have good planning, organizational and decision-making skills.
- Must have skills and experience in supervising staff and being a team builder and player.
- Must be innovative and creative in developing long range academic and administrative policies.
- Must have an ability to write proposals for resources mobilization.
- Must have good interpersonal, analytical and problem solving skills
- Must have an ability to effectively communicate in Sesotho and English both orally and in writing, and be able to produce clear and effective reports on time.
- Must have good negotiation, mediation and arbitration skills.
- Must be able to show evidence of ethical and professional behaviour.
- Must have an excellent knowledge and experience of strategic planning
- Must have good knowledge and understanding of governance of higher education institutions.
- Must be familiar with and conversant with the use of ICTs in library.
- Must have basic research skills.

- Must have good interpersonal skills.

**Skills in the following areas will be an added advantage:**

- Strategic Planning
- Quality Assurance

**Job requirements**

Interested candidates must meet the following requirements:

**Qualifications**

PhD or a Master's degree in Library and Information Science or any other related field relevant to the job requirements

**Experience**

- **PhD holders:** Three (3) years of supervisory and administrative experience in a tertiary or related institution/organization.
- **Master's Degree holders:** Five (5) years of supervisory and administrative experience in a tertiary or related institution/organization.
- Membership of Professional Library Association will be an added advantage.

**TO APPLY**

Applicants should submit applications that address the above-stated requirements, providing curriculum vitae (CV), certified copies of their educational certificates, passport/identity card and transcripts. Applicants should also inform three (3) referees to submit *three (3)* reference letters to the following address on or before the closing date of **29th June, 2018**.

**The Registrar  
Lesotho College of Education  
P.O. Box 1393  
Maseru 100**

**NB:** It is the responsibility of the applicants to ensure that reference letters reach the office of the Registrar on or before the set closing date.

*LCE is an Equal Opportunity Employer. It encourages applications from all qualified individuals regardless of race, religion, sexual orientation or disability.*

**Correspondence will be conducted with short-listed candidates only.**

**Disclaimer: LCE reserves the right to appoint or not appoint any candidate to the position of Deputy Rector Administration.**

