



NATIONAL SERVICE PERSON FOR THE MULTIMEDIA LIBRARY

Job Description

Position: Assistant, Multimedia Library

Reports to: Head of Multimedia Library

Liaises with: Two other members of the Multimedia Library and other Departments of Alliance Française in the organization of collaborative programmes.

Purpose of the position:

Under the supervision of the Head of the Multimedia Library, the Assistant will be responsible for the planning, coordinating, general look and the running of events and activities organised by the library, i.e., activities for kids, language promotion programmes for students, workshops and general library management.

Main Responsibilities:

- General and daily library management; reception/information/lending/returns
- Students' activities: participation in the organisation of weekly film projections, karaoke sessions organisation, students' events, organisation of and support for all activities for or by students of Alliance Française.
- Promotion and communication of all programs, activities and resources of the multimedia library.

Education and Experience:

- B.A in information studies or librarianship, art, literature, French/ Other Relevant Bachelors Degree (Bba/Bsc)...
- Good command of French
- Excellent command of English

Key Competencies:

- Good knowledge of MS Office Suite. Social media competency is requested
- Excellent customer relations and interpersonal skills
- Dynamic, eager to learn
- Interest for literature and the arts
- Analytical and problem solving skills
- Proactive (Initiative taking)
- Resourceful, flexible, reliable and able to work within deadlines

Working Hours:

Mondays to Fridays – 7am – 4pm or 8am – 5pm

National Service conditions: 350ghc compensation + 100ghc transport allowance + **Free French Lessons.**

Website: www.afaccra.com

Send your CV and a motivation letter to Mr Antoine PELLOUX: dc@afaccra.org