



NATIONAL SERVICE PERSON FOR 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 smooth 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
- Activities: Organising and animation of workshop for kids
- Students' activities: participation in the organisation of weekly film projections, 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.

Team Administration:

- Take minutes of various team and coordination meetings
- Deal with any other administrative duties in the Library (creation and posting event posters and distribution of flyers, collecting information from relevant departments etc.)
- Write events reports

Education and Experience:

- B.A in information studies or librarianship, art, literature, French...
- Good command of French
- Excellent command of English

Key Competencies:

- Well honed customer relations and interpersonal skills
- Dynamic, eager to learn
- Interest for literature and the arts
- Analytical and problem solving skills
- Resourceful, flexible, reliable and able to work within deadlines
- Good knowledge of MS Office Suite. Social media competency is an advantage.

Working Hours:

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

Saturdays 10am – 4pm

National Service conditions: 350ghc compensation + 100ghc transport allowance + **Free Language classes.**

Mode Of Application: Kindly send your CV and application letter to dc@afaccra.com before **19th April, 2015**

Website: www.afaccra.com